



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
September 28th, 2018**



Chairperson, Jennifer Lopez called the meeting to order at 10:14 am.

Members Present:

Joseph Berwanger, Tamara Hart, Aubrey Haskill, Jennifer Lopez, Tina Schumacher, John Smock

Staff Present:

FSC's: Alissa Wolschlager, Robyn Hart and Deb Werner; Health Content Area Specialist, Christina Krueger; Communications/Outreach Coordinator, Frances Whitney; Lisa Bolen; Tricia Grifka; Pam Badour

Members Excused:

Alvin "Chip" Clarke, Natalie Clarke, Rosemary Fields, Melissa Holt, Danielle Martz, Amy Murphy, Tammy Vajcner

Members Absent:

Jesyka Creamer

Drop Non-Participating Members from Roster

Joseph Berwanger made a motion to approve removing Policy Council members Jesyka Creamer and Melissa Holt from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). John Smock seconded. All Ayes. Motion carried.

Per the statement above (*Council will reinstate any dropped member that may wish to continue*), Pam Badour contacted both Jesyka Creamer and Melissa Holt after the meeting. Jesyka Creamer stated that she was unable to continue on Policy Council due to moving to a different county and her son switching schools. Melissa Holt requested reinstatement. Melissa Holt will be reinstated to Policy Council effective for our next Policy Council meeting.

Quorum Present

John Smock made a motion to approve the August meeting minutes. Aubrey Haskill seconded. All Ayes. Motion carried.

NEMCSA Board Report

The NEMCSA Board Meeting was held on September 7th in Luzerne. Lisa Bolen distributed the Director's report to members and reviewed the highlights. Below are a couple of the highlights she shared:

On August 15th, NEMCSA celebrated 50 years of being a community action agency and continues to make a difference in the lives of our communities, children and families.

On Friday, September 14th NEMCSA held a Facebook Live event that featured our Executive Director, Lisa Bolen along with a few other select staff who answered questions regarding our programs and its 50 year history.

The next Board meeting will be held on Friday, October 5th in Mackinaw City.

Delegate Policy Council

John Smock made a motion to receive and file Mid Michigan's August meeting minutes. Joseph Berwanger seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup updates. As mentioned in last month's minutes, Tamara Hart stated that she is part of the ERSEA workgroup which held a "Go to Meeting" in July that she was unable to attend. Tamara shared the information she had received which was mainly focused on attendance and enrollment.

Information and Discussion Items

Review Proposed Revision/s to Policy Council Operating Procedures

Tricia stated that due to changes in the Head Start management structure we would need to increase membership of Head Start/GSRP parents from 30 to 33 (Article IV: Membership, Section I, A and B). This increase would ensure that parent members are democratically elected. Tricia asked members if there were any questions. None were asked. Approval of the Proposed Revision to Policy Council Operating Procedures appears below under Action Items.

Head Start/Early Head Start 5 Year Continuation Grant Application

Members were informed that the Head Start and Early Head Start 5 year grant award for FY 2015 - FY 2020 requires submission of an annual update and budget plan. Tricia stated that we are going into the 5th year of the grant award. An overview of the grant was distributed and explained to members. The application is due on November 1st and will cover the budget period of February 1, 2019 through January 31, 2020. Tricia asked members for their approval to submit the grant. Approval of the Head Start/Early Head Start 5 Year Continuation Grant Application appears below under Action Items.

Administrative Report

Program Updates/Enrollment Updates

Tricia informed members that all Early Head Start programs are up and running. Several Head Start classrooms are not operating yet due to licensing and building issues. Head Start enrollment continues to be a concern as the numbers of age eligible and income eligible children continue to decline. Tricia reminded members that the requirement is to have at least 97% of enrollment slots filled. At that time, we were at 96.9%. Staff must continue to work hard to fill classrooms.

Duration Planning

Tricia stated that the Office of Head Start (OHS) has funds available again this year to be awarded for the purpose of increasing the total annual hours of early education services offered to children enrolled in Head Start center-based programs. The purpose of the funding is to provide access to full school year and full school day programming in all Head Start communities by supporting grantees in extending the program day and/or year for more children. She explained that the funds can be used to support center based programs with varying hours per day and days per year, as long as the program provides 1,020 hours of planned class operations over the course of a minimum of eight

months per year. This means that we would be able to add extra hours or days to a Full Day classroom to make them longer or convert an AM/PM program into 2 Fully Day classrooms. Tricia asked members what their thoughts were about adding more Full Day classrooms. Discussion took place. A majority of members supported programming moving towards more full school day centers. The application for applying for these funds is due by December 1st so Tricia will ask members for their approval at next month's meeting.

PIR – Program Information Report

PIR reports for Head Start, Early Head Start and Mid Michigan were distributed and discussed with members. The reports reflected percentages that compared 2017-2018 numbers to 2016-2017. The indicator that needs to be targeted for improvement this year continues to be the dental follow-up.

Head Start/Early Head Start Budget Report

Tricia distributed and reviewed the Head Start/Early Head Start recorded expenses as of August 31, 2018. Tricia feels that we are doing well on spending as she has no concerns at this time.

Credit Card Expenditures

Members of the Budget Committee reviewed and approved July/August credit card expenditures for Fifth Third Bank in the amount of \$28,605.72 and Wexcard expenditures in the amount of \$563.24. Members asked for further clarification on seven (7) charges for Fifth Third Bank. Answers to questions were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of Proposed Revision/s to Policy Council Operating Procedures

Joseph Berwanger made a motion to approve the proposed revision/s to the Head Start/Early Head Start Policy Council Operating Procedures: increasing membership of Head Start/GSRP parents from 30 to 33 (Article IV: Membership, Section I, A and B) due to change in management structure. Tamara Hart seconded. All Ayes. Motion carried.

Approval of Head Start/Early Head Start 5 Year Continuation Grant Application

John Smock made a motion to approve submission of the Head Start/Early Head Start 5 Year Continuation Grant. Joseph Berwanger seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Joseph Berwanger made a motion to approve July/August credit card expenditures for Fifth Third Bank in the amount of \$28,605.72 and Wexcard expenditures in the amount of \$563.24. Aubrey Haskill seconded. All Ayes. Motion carried.

Approval of New Hire/Terminations

Jennifer Lopez asked if any members were asked and participated in interviews. John Smock and Joseph Berwanger were asked and participated in interviews. Jennifer Lopez was asked but unable to participate. Joseph Berwanger made a motion to approve New Hires. John Smock seconded. All Ayes. Motion carried. There were no terminations.

Lead Presentation and Statistics – *Christina Krueger, Health Area Content Specialist*

Christina spoke to the group about childhood lead. Her presentation included the effects, research, sources of exposure, why children are at a higher risk and how to protect children from lead. She also distributed a handout "What Every Family Should Know – Lead Bullets & Venison (deer, elk and bear)". For more information about lead call 1-800-MI-TOXIC or visit www.michigan.gov/leadsafe.

Continuation of “Sharing Your Story” – Frances Whitney, Outreach & Communications Coordinator

As mentioned in last month’s minutes Fran asked Policy Council members to share their story with her at this month’s meeting to be used in future marketing and outreach communications. Fran shared a sample story/quote that she received with members. She was available to meet with members after the regular business meeting to speak with them one-on-one. Any member who was not present at last month’s meeting may contact Fran with their story at whitneyf@nemcsa.org or Pam at badourp@nemcsa.org.

New Business/Bluesheets

There was no new business or Bluesheets.

Next meeting will be Friday, October 26th, at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch. The meeting will begin at 10:00 am and end at approximately 2:00 pm. You may contact Pam Badour at badourp@nemcsa.org or by calling 989/893-5564 Ext. 401 with questions. **Quality Inn’s telephone number is 1-989/345-3503.**

Tamara Hart made a motion to adjourn. Joseph Berwanger seconded. All Ayes. Motion carried.

Meeting adjourned at 12:52.

Approved by: _____ **Title:** _____ **Date:** _____