



## **Head Start/Early Head Start Policy Council Doubletree Hotel and Conference Center November 17<sup>th</sup>, 2017**



Welcome and Introductions of new and current members were made.

Tricia Grifka, Early Childhood Services Director reviewed the agenda with members and outlined the goals for the day.

### **Get to Know You Activity**

Jennifer Lopez led the activity. It was a fun activity and a great way for all to get acquainted. Members had the opportunity to share a little bit about themselves, their children and parenting.

### **Ground Rules**

Alvin "Chip" Clarke explained the importance of established ground rules for Policy Council. He asked members what ground rules should be established. The group discussed and established its ground rules.

### **Confidentiality Statement and Code of Ethics**

Members received a copy of the Policy Council Confidentiality Statement and Code of Ethics. Tina Schumacher reviewed it with members. They were asked to sign and turn in the form acknowledging that they understood the importance of confidentiality and the code of conduct that the group will follow.

### **Orientation**

Tricia provided a PowerPoint Orientation and Training presentation to the group. The presentation included a program overview, the Head Start Performance Standards requirements for Policy Council, including their roles and responsibilities as an advisory body as well as their leadership role at the local level.

Pam Badour reviewed the Childcare Voucher & Mileage Reimbursement form with members. Reimbursement for mileage is currently at .46 per mile. Members were also told that odometer readings are necessary on the reimbursement form and that "trip odometer" cannot be used. Childcare reimbursement is currently \$3.00 per hour for 1<sup>st</sup> child and \$1.50 per hour for every child thereafter.

Melissa Holt reviewed with members the "Blue Sheet" process of facilitating two-way communication between Policy Council and local programs.

Tricia invited current Policy Council members, Jennifer Lopez, Melissa Holt, Meagan Holmes and Natalie Clarke to partake in a panel discussion about themselves, their child, family and their experience with Head Start/Early Head Start and Policy Council.

### **Agency Overview**

Tricia introduced Rhonda Kuehn, Head Start Assistant Director to the group. Rhonda presented a PowerPoint presentation on NEMCSA programs and services.

### **Introduction to Parent Involvement (In-kind)**

Non-Federal Share (In kind) was explained and discussed. Tricia told members that Head Start is a "no cost" program but not a "free" program. It takes an additional \$1,826 worth of volunteer effort for each child. Even though we cannot mandate parents and other people to volunteer we can certainly encourage them to do so by providing multiple opportunities.

Tricia reviewed the Program Performance Requirements for Policy Council that included the description of officer roles and other elected positions.

## **Business Meeting**

Jennifer Lopez called the business meeting to order at 2:04 pm.

### **Members Present:**

Joseph Berwanger, Natalie Clarke, Alvin “Chip” Clarke, Michael Copeland, Jesyka Creamer, Rosemary Fields, Jennifer Gooch, Addie Harris, Tamara Hart, Meagan Holmes, Amber Kalitta, Jessica Lincoln, Danielle Martz, Amanda Merrill, Amy Murphy, Ian Robb, Eli Yanna

### **Prior Year Members Present:**

Aubrey Haskill, Melissa Holt, Jennifer Lopez, Tina Schumacher

### **Members Excused:**

Amanda Boutilier, Ryan Cinader, Elizabeth Mier, Chelsea Nowak, Virginia Smith

### **Prior Year Members Excused**

John Smock

### **Members Absent:**

Aaron Abair, Jessica Farmer, Jodi Godbey, Melinda Martoglio, Renee Repkie, Dakota Smith

### **Staff Present:**

Tricia Grifka, Rhonda Kuehn and Pam Badour

## **Elections**

- **Approval of Community Representatives:** Aubrey Haskill, Melissa Holt, Jennifer Lopez, Tina Schumacher and John Smock (who was unable to attend) were eligible to serve as 2017/2018 Community Representatives. A unanimous ballot was cast. Aubrey Haskill, Melissa Holt, Jennifer Lopez, Tina Schumacher and John Smock will serve as the 2017/2018 Community Representatives. At this point Pam mentioned to the group that she was contacted by an FSC prior to the meeting regarding Tammy Vajcner, grandmother of a child from Midland 5 who was very interested in serving on Policy Council as a Community Representative. She has been very active in volunteering in all classrooms that four of her grandchildren have been enrolled in. Several current Policy Council members confirmed Tammy’s involvement and interest and agreed she would be a great asset to Policy Council. A unanimous ballot was cast. Tammy Vajcner was elected to serve as a Community Representative.
- **Election of Chairperson:** Nominations: Natalie Clarke, Jennifer Lopez, Amy Murphy and Joseph Berwanger. Nominations closed. Vote was cast by secret ballot. Jennifer Lopez was elected 2017/2018 Policy Council Chairperson.
- **Election for Vice-Chairperson:** Nominations: Amanda Merrill, Addie Harris, Danielle Martz, Melissa Holt, Natalie Clarke, and Amy Murphy. Vote was cast by secret ballot. Amanda Merrill is the 2017/2018 Policy Council Vice-Chairperson.
- **Election for Secretary:** Nominations: Tamara Hart and Michael Copeland. Nominations closed. Vote was cast by secret ballot. Michael Copeland was elected 2017/2018 Policy Council Secretary.
- **Election for the NEMCSA Board of Directors:** Jennifer Lopez, Chairperson accepted her position on the Board of Directors. Nominations for three more positions: Amy Murphy, Joseph Berwanger, Ian Robb, Danielle Martz, Melissa Holt, Natalie Clarke, Amanda Merrill, Tamara Hart, Jesyka Creamer and

Aubrey Haskill. Nominations closed. Vote was cast by secret ballot. Ian Robb, Danielle Martz and Natalie Clarke will serve as the 2017/2018 NEMCSA Board Representatives.

- **Executive Committee: Selected by Chairperson:** The Executive Committee consists of five members and is composed of the officers of Policy Council, Jennifer Lopez, Amanda Merrill and Michael Copeland and two Policy Council members appointed by the Chairperson. Aubrey Haskill and Tina Schumacher volunteered to serve on the Executive Committee.
- **Budget Committee:** Alvin “Chip” Clarke, Addie Harris, Melissa Holt and Joseph Berwanger will serve as the 2017/2018 Budget Committee.

### **Quorum present**

Tricia thanked returning members of last year’s Policy Council for their dedication to the group and presented certificates of appreciation.

### **Approval of Minutes**

Members reviewed October’s meeting minutes. There were no questions. Alvin “Chip” Clarke made a motion to approve October’s meeting minutes. Natalie Clarke seconded. All Ayes. Motion carried.

### **NEMCSA Board Report**

The Board meeting was held November 3<sup>rd</sup> in Oscoda.

Kristina Warner, Operations/Data Quality Analyst and Nicole Smith, Planning and Communications Coordinator presented the Results Oriented Management and Accountability (ROMA) plan for FY 18.

The Program Planning and Evaluation Committee met prior to the regular meeting to review and recommend for approval the Early Head Start Budget Revision to purchase four digital spot screeners to offer evidence-based vision screens and the Head Start and Early Head Start Selection Criteria. Both items were approved.

The next Board meeting will be held at the Ramada Inn in Alpena on Friday, December 1<sup>st</sup>.

### **Information and Discussion Items**

#### **Policy Council Operating Procedures**

Tricia reviewed the Head Start/Early Head Start Operating Procedures (By-Laws) with members. The procedures explain the roles and responsibilities of elected officers. Alvin “Chip” Clarke made a motion to approve the Policy Council Operating Procedures. Joseph Berwanger seconded. All Ayes. Motion carried.

#### **Complaint Procedure**

Tricia reviewed the Complaint Procedure with members. Approval appears below under Action items.

#### **Credit Card Expenditure Review – Budget Committee**

At this point previous member of the Budget Committee met separately with the current Budget Committee members and explained the process and purpose of reviewing credit card expenditures for Head Start and Early Head Start. These expenditures are for field staff, not administration. The committee reviewed credit card expenditures for Fifth Third Bank in the amount of \$41, 225.31. Approval of expenditures appears below under Action Items.

#### **Non-Federal (In-kind) Waiver Request**

Tricia informed members that she will need to submit a request to waive the Non-Federal Share for Duration Start-up and Operations. Tricia asked members for their approval to submit the waiver request. Approval appears below under Action Items.

## Action Items:

### Approval of Policy Council Operating Procedures

Alvin "Chip" Clarke made a motion to approve the Policy Council Operating Procedures. Joseph Berwanger seconded. All Ayes. Motion carried.

### Approval of the Head Start/Early Head Start Complaint Procedure

Natalie Clarke made a motion to approve the Head Start/Early Head Start Complaint Procedure. Danielle Martz seconded. All Ayes. Motion carried.

### Approval of Credit Card Expenditures

Alvin "Chip" Clarke made a motion to approve credit card expenditures for Fifth Third Bank in the amount of \$41,225.31. Joseph Berwanger seconded. All Ayes. Motion carried.

### Approval of New Hires/Terminations

Tricia explained to members their role in the hiring and termination of Head Start/Early Head Start employees. Jennifer Lopez asked if anyone was asked to participate in any interviews. Alvin "Chip" Clarke and Danielle Martz were both asked and participated in interviews. Members received a list of new hires (there were no terminations). Alvin "Chip" Clarke made a motion to approve new hires. Ian Robb seconded. All Ayes. Motion carried.

### Approval of Non-Federal (In-kind) Waiver Request

Alvin "Chip" Clarke made a motion to approve the Non-Federal Waiver Request. Joseph Berwanger seconded. All Ayes. Motion carried.

### Introduction of the Policy Council Portal

Tricia informed new members that a Policy Council Portal has been created on the NEMCSA website that would allow them to view documentation that is normally copied and provided to members at each meeting. Members will decide at next month's meeting if they would be interested in viewing their information packets on the portal or receive hard copies. Hard copies will be provided to members that request them.

### Other information/Discussion Items

Meetings will be held on the 4<sup>th</sup> Friday of each month with the exception of December 15<sup>th</sup> & May 18<sup>th</sup>. Meeting calendars noting Policy Council, Board and Mid Michigan's meeting dates were distributed to members.

**Next meeting will be Friday, December 15<sup>th</sup>, 2017** at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch (Exit 212). The meeting will begin at 10:00 am and end at approximately 2:00 pm.

**Quality Inn's telephone number is 1-989/345-3503. In the event of inclement weather during the winter months it is very important that you call before leaving your house to make sure the meeting has not been cancelled.** You may also contact Pam Badour at 1-989/893-5564 Ext. 401 or [badourp@nemcsa.org](mailto:badourp@nemcsa.org) with questions.

Alvin "Chip" Clarke made a motion to adjourn. Joe Berwanger seconded.

Meeting adjourned at 4:08 pm.

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_