



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
May 17th, 2019**



Chairperson, Jennifer Lopez-Suess called the meeting to order at 10:11 am.

Members Present:

Rosemary Fields, Tracy Johnson, Amanda Kaley, Jennifer Lopez-Suess, Renee Miller

Staff Present:

Angie Peters, Area Manager; Kim Henry, Compliance Coordinator; Frances Whitney, NEMCSA Outreach & Communications Coordinator; Kristina Warner, NEMCSA Operations/Data Quality Analyst; Tricia Grifka, Pam Badour

Members Excused:

Tara Boliek, Jesyka Creamer, Patricia Frye, Julia Gutierrez-Albrecht, Aubrey Haskill, Misty Johnson, Anna Kreitner, Danielle Martz, Amy Murphy, Shiree Robidou, Tina Schumacher

Members Absent:

Stevy Maples

Quorum Not Present

Introductions

Angie Peters and Kim Henry introduced themselves and spoke to the group about their positions with the agency.

Approval of Minutes

Tracy Johnson made a motion to approve April meeting minutes contingent upon full Council approval at next month's meeting. Amanda Kaley seconded. All Ayes. Motion carried

Delegate Policy Committee

Renee Miller made a motion to receive and file Mid Michigan's meeting minutes contingent upon full Council approval at next month's meeting. Rosemary Fields seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board Meeting was held on May 3rd in Alpena. Aubrey Haskill, Jennifer Lopez-Suess and Tina Schumacher were present at the meeting.

Jennifer stated that Gina Bey, Associate Area Agency on Aging Director presented a PowerPoint presentation on the MI Choice Program. She discussed the eligibility criteria, reviewed statistical data, the importance of compliance and the challenges for the future of the program.

The Early Childhood Committee met prior to the regular meeting to review and recommend for Board approval the submission of the Head Start Transportation Waiver Request. The request was approved by the full Board.

Jim Robarge, Chief Financial Officer, praised Head Start administrative staff who process and monitor fiscal activity for their diligence and making adjustments to spending throughout the fiscal year.

The next Board meeting will be held June 7th in Gaylord.

Workgroup Updates

Renee Miller stated that she recently attended the School Readiness workgroup meeting. The group discussed the current Head Start curriculum. The group also reviewed the natural playground surveys again and broke them down into smaller parts. They also decided to send home interest surveys to help assist with future units of study.

Head Start/Early Head Start Summary of Ongoing Monitoring/Self-Assessment Results (Quarter 2: December 2018, January 2019 and February 2019)

Tricia asked members if they had any questions or comments about the Ongoing Monitoring Report that was distributed and tabled for discussion at last month's meeting. Tracy Johnson stated that the report was in-depth and contained some very good information. She was particularly interested in the curriculum piece and asked what "Fidelity" was. Angie Peters replied that it is a tool for teachers and managers to make sure we are using the curriculum as it is supposed to be used. It is similar to a self-study.

Jennifer Lopez-Suess mentioned that she was concerned about the "red" pieces in the Project/Task portion of the report as the end dates were 2018. She wondered what that meant for us. Tricia stated that this is an internal report for our own use and that each area in red has an action plan as well as steps in place to be corrected. She also explained to members that it is a performance standard requirement that an annual Self-Assessment is completed. Our approach is on-going monitoring so that we can identify and correct problems during the school year instead of a one-time review at the end of the year and trying to correct any problems at that time.

School Readiness Activity System

At our March meeting, Jane Meyer and Kendall Irwin discussed the Individual School Readiness Activity System. Tricia stated that they system is now up and running and is currently being tested. Three out of five of the volunteers have contacted Jane and have set up their child's profile. One member has actually used the system to enter In-kind.

Tracy Johnson stated that it is going to be a good system but her one concern is if there is no paper sent home it may be forgotten, "out of sight, out of mind". She thought that some kind of a weekly reminder notification sent by the system might be a good idea.

There was also a question on how the group will continue to test the system throughout the summer. Pam Badour contacted Jane Meyer who stated that she will set up fictitious children's names in the system so testing can continue over the summer.

Tricia asked if anyone else was interested in volunteering to test the parent side of entry. Due to lack of members at this month's meeting, we will ask again at next month's meeting.

Continuation of Program Planning

At last month's meeting Tricia distributed a sheet of paper with the question "*What do you wish that you knew about your child's classroom?*" Due to lack of members at this month's meeting, we will continue the Program Planning at next month's meeting. We will plan to discuss school readiness at next month's meeting as well.

Bridges out of Poverty – Frances Whitney, NEMCSA Outreach & Communications Coordinator and Kristina Warner, NEMCSA Operations/Data Quality Analyst

Fran and Kristina presented a segment from the Bridges out of Poverty training. Bridges out of Poverty is a starting point where individuals can utilize the information to develop an accurate mental model of poverty, middle class and wealth. It develops a new lens to view themselves, their clients, their organization, programs and practices as well as their community and how to understand how each impacts the growth, relationship and success we have with one another.

This training helps people acquire a new understanding, skill set and knowledge base to some of the "unanswered questions and judgements" we often make about the class we don't self-identify with.

Members really enjoyed the presentation and asked that we bring back Fran and Kristina back in the near future to continue the training and expand more on some of the discussion pieces. 😊

NEMCSA Board/Policy Council Report

Tricia reviewed the Monthly Progress Report with members. The report contains information on attendance, enrollment, health and meals. She also mentioned that staff are planning for fall hiring and enrollment distribution. Recruitment for programs has begun including duration classrooms.

Head Start and Early Head Start Budget/In-kind Reports

As mentioned in the NEMCSA Board Report, the final budget report for fiscal ending January 31, 2019 has closed. Tricia stated that a majority of the very small remaining balance was from salaries that were not spent out. This was mainly due to part time staff who did not work on snow days because of program closures.

In-kind reports for Head Start and Early Head Start as well as a Head Start In-kind Summary Report were distributed and reviewed with members.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures for the previous month in the amount of \$33,113.02 for Fifth Third Bank and \$5,597.50 for WexCard fuel. There were several questions and answers were obtained. Approval of the expenditures contingent upon full Council approval at next month's meeting appear below under Action Items.

Action Items

Approval of Credit Card Expenditures

Amanda Kaley made a motion to approve credit card expenditures in the amount of \$33,113.02 for Fifth Third Bank and \$5,597.50 for WexCard fuel contingent upon full Council approval at next month's meeting. Rosemary Fields seconded. All Ayes. Motion carried.

Approval of New Hire/Terminations

Jennifer Lopez-Suess asked if anyone was asked to participate in any interviews. Rosemary Fields and Renee Miller were both asked and participated in interviews. Renee Miller made a motion to approve New Hires/Terminations contingent upon full Council approval at next month's meeting. Amanda Kaley seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

There was no new business.

Next meeting will be Friday, June 28th 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 989/893-5564 401 or badourp@nemcsa.org with questions. **Quality Inn's telephone number is 1-989/345-3503.**

Amanda Kaley made a motion to adjourn. Tracy Johnson seconded. All Ayes. Motion carried.

Meeting adjourned at 1:30 pm.

Approved by: _____ Title: _____ Date: _____