



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
October 25th, 2019**



Vice Chairperson Tracy Johnson called the meeting to order at 10:17 am.

Members Present:

Rosemary Fields, Julia Gutierrez-Albrecht, Aubrey Haskill, Tracy Johnson, Amanda Kaley, Renee Miller, Amy Murphy

Staff Present:

Area Managers: Shar Wheatley and Amanda Woods; Health Content Area Specialist, Jessica James; Lisa Bolen; Tricia Grifka; Pam Badour

Members Excused:

Tara Boliek, Patricia Frye, Anna Kreitner, Jennifer Lopez-Suess, Tina Schumacher

Members Absent:

Danielle Martz

Quorum Present

Drop Non-Participating Member/s from Roster

Renee Miller made a motion to approve removing Policy Council member Danielle Martz from the roster for non-participation (Council will reinstate any dropped member who may wish to continue). Amanda Kaley seconded.

Renee Miller made a motion to approve the September meeting minutes. Amy Murphy seconded. All Ayes. Motion carried.

NEMCSA Board Report – Lisa Bolen

The NEMCSA Board Meeting was held on October 4th in Gaylord. Tricia Grifka met with the Program Planning and Evaluation Committee prior to the meeting and reviewed the Head Start/Early Head Start Continuation Grant Application and the Head Start and Early Head Start 2020-2021 Selection Criteria. Approval was given for both items.

Robin Bozek, Executive Director of Michigan Head Start Association provided an overview of what the Designation Renewal System (DRS) is for Head Start and the process used for competition of the Head Start grant.

Gina Bey, Associate Area Agency on Aging Director explained to the board that all members will have to complete a Provider Screening Information Collection Form for a background check to comply with the MI Choice Waiver Program. Each board member has a vested interest in the MI Choice Health Plan and without this information, NEMCSA would no longer be able to provide the MI Choice Waiver Program.

Kristina Warner, Operation/Data Specialist reported on the NEMCSA Customer Satisfaction Survey.

Lisa Bolen reviewed the highlights of her Director's report with members.

The next Board meeting will be held on Friday, November 1st in West Branch.

Lisa Bolen spoke to Policy Council members about the importance of the 2020 Census and asked them for ideas on how to get the word out to parents. Some suggestions were: stickers on meals/food boxes, Agency Facebook pages and program newsletters. Lisa then told members that she had posters available that explain what the census is and why it is important. Anyone interested could pick up one of the posters to display after the meeting.

Delegate Policy Committee

Mid Michigan's October meeting minutes were distributed and reviewed by members. Amanda Kaley made a motion to receive and file Mid Michigan's minutes. Renee Miller seconded. All Ayes. Motion carried.

Workgroup Updates

Renee Miller stated the School Readiness workgroup continues to communicate through e-mail.

Information and Discussion Items

Review/Discuss Proposed Revisions to Policy Council Operating Procedures

In reviewing the current Policy Council Operating Procedures, the following revisions were recommended and discussed with members:

Article V: Voting Procedures

Added G. If quorum is not present and there is an item of urgency that must be approved, a telephonic/electronic vote of members available off site may be conducted by the Chairperson or their designee.

Article VI: Officers/Representatives

Section III (Duties of an officer) C: (Secretary): Added: 1. Assume the duties of the Chairperson and/or Vice Chairperson if one or both are absent.

Addition: In the event that all officers are absent, the meeting may be conducted by:

- A member of the Executive Committee
- A member that has previously served as an elected officer
- A person designated by members that are present at the meeting

Section III E: Removed: The Professional Head Start Representative to NEMCSA Board of Directors. (This position is no longer necessary).

Discussion took place regarding the recommended revisions. Approval appears below under Action Items. Copies of the revised Operating Procedures will be distributed at next month's meeting.

Head Start/Early Head Start Continuation Grant Update

As noted in last month's meeting minutes, the Continuation Grant Application was approved at the September Policy Council meeting. Since that time, it was discovered that the total funding amount was incorrect due to the following:

- NEMCSA applied for a Supplement to Increase Program Hours (Duration Grant) in late 2018/early 2019. In the online application system, the delegate's pro-rated budget for a 9-month period (\$112,630) that was rolled up into the overall grantee budget as usual.
- NEMCSA also entered the grantee's 12-month budget in the Annual Budget tab.
- The delegate did not have an Annual Budget tab in which to enter a 12-month budget.
- Not realizing the delegate did not have an Annual Budget tab, NEMCSA assumed they entered a 12-month budget that was rolled up into the grantee's annual budget. This in fact did not happen.
- The pro-rated funding amount for grantee and delegate was awarded accurately.
- The annual budget for the delegate's continued operation of increased program hours (\$122,869) was not included in the Funding Guidance letter issued August 2019. The Continuation Application is written to address the Funding Guidance letter.

- FOA HHS-2020-ACF-OHS-CH-R05-1654 (the re-competition grant) is based on the Funding Guidance letter. Again, the Funding Guidance letter was short the delegate's annual cost to continue operation of increased program hours (\$122,869).

Tricia brought this to the attention of our Regional Office Program Specialist. After submitting additional information Regional Office requested, Tricia received a response stating that an adjustment was made to our funding level to include the delegate's annual duration funds, bringing the total award to \$25,356,679. As a reminder, this annual amount will be pro-rated for the period July 1st, 2020 through June 30th, 2021. A new grant award for NEMCSA's current service area will begin July 1, 2020.

Funding Opportunity Application (FOA) for Head Start/Early Head Start's Current 21 County Service Area

An overview of the re-competition application was distributed and discussed with members. Tricia discussed the current and proposed enrollment distribution with members:

- Reduce Head Start slots from 2,359 to 1,931 (which would reduce most class sizes from 18 to 16)
- Reduce Early Head slots from 320 to 308 (which will allow for EHS to offer one center-based program and allow us to partner with Iosco County to provide childcare services).
- Increase Mid-Michigan's slots from 228 to 240 (they are having no problems filling classrooms)

Tricia also stated that she will be proposing 4 pilot classrooms (one from each region) to extend their school week from 4 days to 5 days. Tricia asked members for their thoughts on this. Most members agreed that the biggest concerns would be:

- Would the classroom be 3- or 4-year old's?
- How will the teachers get any planning, trainings, paperwork, etc. completed?

Tricia explained that there will be a lot of research done on how to support staff prior to starting up 5-day programming. We also will conduct an in-depth survey with parents to see what the need is for additional 5-day programming.

Originally, the FOA amount was \$25,233,810 annually. After the modification to our Continuation Application funding amount, Tricia contacted the Office of Head Start in Washington DC requesting that the amount of the FOA be adjusted to \$25,356,679 prior to the re-competition application due date. Tricia asked members for their approval of the Head Start/Early Head Start Funding Opportunity Application. Approval appears under Action Items.

NEMCSA Customer Satisfaction Survey

Lisa Bolen reviewed the NEMCSA Customer Satisfaction Survey with members. She explained that the responses from the survey assist us with improving the current services we provide as well as developing new services for the communities we serve. Overall, 97% rated that the overall service NEMCSA provides is Excellent to Good!

Early Head Start Gas Cards

Tricia informed members that as of February 1st, 2020, Early Head Start will no longer be offering gas cards for families to attend group. These were originally available to families to help increase attendance. After analyzing data, it was found that gas cards did not actually increase attendance at group. Tricia said that the gas cards also can pose a financial risk to the program, as they could be misused, misplaced or stolen.

Program Updates

Tricia informed members that a program in Gaylord is temporarily closed due to behavior issues as well as staffing concerns. She stated that management staff do have a plan in place to move forward. Tricia acknowledged the Area Manager for working diligently to resolve these issues.

Board and Policy Council Report

Tricia reviewed the Board and Policy Council Report with members. She stated that staff are currently writing and compiling information for the Head Start/Early Head Start Continuation Grant application that is due November 1st as well as the Funding Opportunity Application for Head Start/Early Head Start for our current 21 county service area that is due by December 4.

The Average Daily Attendance for both Head Start and Mid-Michigan was great at 93%!

Over income slots are maxed out at this point.

Head Start & Early Head Start Budget Report

Tricia distributed and reviewed the Head Start/Early Head Start recorded expenses as of September 30, 2019. Tricia feels that we are on track and has no concerns at this time.

November Policy Council Meeting Information

Members were given information and a tentative schedule for the November 22nd New Member Training that will be held at the Doubletree Hotel in Bay City. Members discussed ways to welcome new members and volunteered to present various segments of the training.

Credit Card Expenditures

There were no credit card expenditures to review/approve this month due to the vendor run date.

Action Items

Approval of Proposed Revisions to Policy Council Operating Procedures

Amanda Kaley made a motion to approve the recommended revisions of the Policy Council Operating Procedures. Rosemary Fields seconded. All Ayes. Motion carried.

Approval of Funding Opportunity for Head Start/Early Head Start for Current 21 County Service Area

Amanda Kaley made a motion to approve submission of the Funding Opportunity Application for Head Start/Early Head Start. Amy Murphy seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Tracy Johnson asked if anyone participated in any interviews. Renee Miller was asked to participate in an interview but was unable to attend. Rosemary Fields made a motion to approve New Hires. Amanda Kaley seconded. All Ayes. Motion carried. There were no terminations.

New Business/Sharing/Bluesheets

Tracy Johnson read several Bluesheets to the group. Some of the Sharing/Comments/Concerns were:

- **Indian River 1 & 2** - "We would like to see the name of the Family Cafés changed to Family Nights. In-kind is easier to do by a paper copy rather than the portal. Possibly also do some kind of "weekly reminder" to turn in/record In-kind time."
- **EHS** – "Home Visitor is very kind, helpful and engaged. Her daughter looks forward to home visits, as well as playgroups."
- **Gaylord South 1** – "Love that the children learn to brush their teeth in class! They also receive balanced meals/snacks."
- **Johannesburg** – "Great meeting tonight! The Conscious Discipline portion was very interesting, and the "Resilience" worksheet activity was also very useful and nice to reflect."
- **Lewiston GSRP**– "Very pleased about the friendships and responsibilities that my child is learning."
- **Lewiston ECC** – "Being in a rural area, we do not have many options for early childhood learning/preschool. Thank goodness we were accepted in the program. However, if we would not have been accepted, my child would not have had preschool and would enter Kindergarten unprepared. I think preschool, especially in rural areas, need to be Universal. Any progress or talk of becoming universal for all 4-year-olds?" **Answer:** There has been talk of it at the state level but as of right now there is not enough funding.

Cholesterol in Children – *Jessica James, Health Content Area Specialist*

Jessica presented information on children’s cholesterol levels. She explained what cholesterol is and what makes a child at “high risk” for high cholesterol. Jessica also talked about ways to lower cholesterol in children as well as some activities to do with kids to keep them active in the colder months. She then provided members with a movement dice activity to do with their child. Jessica then asked for members input on the Cholesterol Risk Assessment. One member suggested that we keep sending them for the blood test, so we know a baseline. Another member thought an education piece might be enough because the likely hood of having a high reading at that age is unlikely.

Next meeting/New Member Training will be held on Friday, November 22nd at the Doubletree Hotel, One Wenonah Park Place, Bay City. The meeting will begin at 9:30 and end at approximately 5:00. An information packet will be mailed to members with directions to the hotel. You may contact Pam Badour at 989/893-5564 Ext. 401 or badourp@nemcsa.org with questions. **Doubletree’s telephone number is 989-891-9680.**

Amy Murphy made a motion to adjourn. Rosemary Fields seconded. All Ayes. Motion carried.

Meeting adjourned at 1:42.

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