



**Head Start/Early Head Start Policy Council
Quality Inn, West Branch
December 15, 2017**



Jennifer Lopez, Chairperson, called the meeting to order at 10:27 am.

Members Present:

Joseph Berwanger, Jesyka Creamer, Rosemary Fields, Addie Harris, Tamara Hart, Aubrey Haskill, Melissa Holt, Jennifer Lopez, Amanda Merrill, Ian Robb, Virginia Swedberg, Tammy Vajcner, Eli Yanna

Staff Present:

Lisa Bolen, Penny Ireland, Andrea Lewis, Tricia Grifka, Pam Badour

Members Excused:

Naomi Breckner, Natalie Clarke, Alvin "Chip" Clarke, Michael Copeland, Jennifer Gooch, Meagan Holmes, Amber Kalitta, Jessica Lincoln, Danielle Martz, Tina Schumacher, John Smock

Members Absent:

Aaron Abair, Amanda Boutilier, Ryan Cinader, Jessica Farmer, Jodi Godbey, Melinda Martoglio, Elizabeth Mier, Amy Murphy, Chelsea Nowak, Renee Repkie, Dakota Smith

Drop Non-Participating Members from Roster

Tamara Hart made a motion to approve removing Policy Council members Aaron Abair, Amanda Boutilier, Ryan Cinader, Jessica Farmer, Jodi Godbey, Melina Martoglio, Elizabeth Mier, Chelsea Nowak, Renee Repkie and Dakota Smith from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Ian Robb seconded. All Ayes. Motion carried.

Per the statement above (*Council will reinstate any dropped member that may wish to continue*), both Amanda Boutilier and Ryan Cinader contacted Pam Badour and requested reinstatement. Both will be reinstated to Policy Council effective for our next Policy Council meeting.

Quorum Present

Introductions

Tricia informed the group that she has invited all Family Services staff to attend and observe a Policy Council meeting this program year. Penny Ireland, Head Start FSC was present at this month's meeting.

Aubrey Haskill made motion to approve November meeting minutes. Amanda Merrill seconded. All Ayes. Motion Carried.

Monthly Parent/Child Activity

At November's meeting Melissa Holt presented a packet of monthly parent/child activities to members. The packet includes a picture and instructions of simple activities for members and their child to do at home. Members then would bring their completed parent/child project with them to each meeting to share with the group. December's project was a Snowman.

Committee Reports

NEMCSA Board Report – Ian Robb and Jennifer Lopez

The Board meeting was held Friday, December 1st in Alpena. Ian stated that it was his first time attending a NEMCSA Board meeting and found it very informative. He also mentioned that Fran Whitney, Outreach

and Communication Coordinator, presented a PowerPoint presentation that included updates to the NEMCSA website.

Jennifer Lopez said that Karen Godi lead members through a group activity utilizing a family scenario and the agency service brochure. Each group was asked to review, discuss and report on what NEMCSA programs could be utilized to help the family. All comments were verbally presented.

Lisa Bolen stated that she shared the highlights of the director's report with board members. She distributed copies of that report to Policy Council.

The next Board meeting will be held at the Thunder Bay National Marine Sanctuary in Alpena on January 5, 2018.

Delegate Policy Council

October's and November's meeting minutes were distributed. Tamara Hart made a motion to accept and file Mid Michigan's October and November minutes. Joseph Berwanger seconded. All Ayes. Motion carried.

Committee Volunteers

At this time members were asked if they would like to be a part of the following committees:

ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Workgroup

Tamara Hart and Eli Yanna were interested in being part of the ERSEA workgroup. A "Go To" meeting is scheduled to be held on January 8th, 2018. The tentative time of the meeting is 2:00 p.m.

School Readiness/Transition Workgroup

Virginia Swedeberg and Amanda Merrill were interested in being a part of the School Readiness/Transition workgroup.

PFCE (Parent, Family, Community Engagement) Workgroup

Joseph Berwanger and Aubrey Haskill were interested in being a part of the PFCE workgroup. Tamara Hart will serve as an alternate.

Natural Playgrounds Workgroup

Eli Yanna and Ian Robb were interested in being a part of the Natural Playgrounds workgroup.

Health & Safety Workgroup

Ian Robb and Virginia Swedeberg were interested in being a part of the Health & Safety workgroup.

Rosemary Fields, Eli Yanna, Tamara Hart, Amanda Merrill and Virginia Swedeberg volunteered to be alternates in any workgroup if needed.

Information and Discussion Items

Revised Policy Council Reimbursement Policy

Tricia informed members that all policies are being reviewed and revised as necessary to comply with new Head Start Performance Standards. Members received a "draft" copy of the revised Policy Council Reimbursement Policy. Tricia reviewed the policy with members. Members discussed the proposed amendments to the Reimbursement Policy. Approval appears below under Action Items.

Shared Governance, Procedures for Planning and Impasse Policy

The policies/procedures were distributed to members. Tricia gave members an overview of Shared Governance, Procedures for Planning and Impasse Policy. She explained how Head Start is unique in the structure of shared governance where staff, parents, and the Board of Directors share decision

making roles. The policies/procedures include three general areas: Program Planning, General Procedures and Human Resources and how each formal group (Governing Board, Policy Council and Head Start Staff) have a different type of responsibility. Tricia asked members if there were any questions or items that should be brought up for discussion with the group. There were no questions. Approval of the Shared Governance, Procedures for Planning and Impasse Policy appears below under Action Items.

NEMCSA Employee Handbook/Personnel Policies

The NEMCSA Employee Handbook/Personnel Policies were distributed to members. Members were asked to review the Basic Employment Standards (page 11) and Workplace Conduct (page 44). The purpose of each was discussed and Tricia reviewed the two key pieces noted above. Approval of the NEMCSA Employee Handbook/Personnel Policies appears below under Action Items. (Full copies of the Employee Handbook/Personnel Policies were available for members to review).

Policy Council Portal

Tricia provided an overview of the Policy Council portal that was developed by the NEMCSA IT staff. The portal would allow members to view documentation that is normally copied and provided to members at each meeting. A majority of the members are interested in viewing their information packets on the portal rather than receiving hard copies. Hard copies will be provided to members that request them. The portal is not “live” at this point but will be fully functional in the next few months.

Administrative Report – Tricia Grifka

Monthly Program Progress Report

Tricia reviewed the Board and Policy Council Report with members. She informed members that this information is required to be shared with members on a monthly basis which includes information on attendance, enrollment, health and meals. She stated that enrollment for Head Start continues to be a concern across the Head Start service area. The program is close to exhausting all of the allowable over income slots (10%).

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

A Head Start/Early Head Start budget report was distributed and discussed with members. Tricia feels that we are on target but spending will continue to be watched very closely and staff will need to make sure that they are only purchasing what is necessary.

In-kind reports for Head Start and Early Head Start, as well as a 2016-2017 Head Start In-kind Target Report were distributed and discussed with members. There were several questions/discussions regarding In-kind. Tricia and Pam stated that they will schedule a staff person to attend next month's meeting to explain and discuss In-kind.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures in the amount of \$32,098.18 for Fifth Third Bank. There were several questions. Answers were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of the Revised Policy Council Reimbursement Policy

Tamara Hart made a motion to approve the revised Policy Council Reimbursement Policy. Aubrey Haskill seconded. All Ayes. Motion carried.

Approval of Shared Governance, Procedures for Planning and Impasse Policy

Tamara Hart made a motion to approve the Shared Governance, Procedures for Planning and Impasse Policy. Ian Robb seconded. All Ayes. Motion carried.

NEMCSA Employee Handbook/Personnel Policies

Joseph Berwanger made a motion to approve the NEMCSA Employee Handbook/Personnel Policies. Ian Robb seconded. All Ayes. Motion carried

Approval of Credit Card Expenditures

Joseph Berwanger made a motion to approve credit card expenditures in the amount of \$32,098.18 for the previous month. Tamara Hart seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone was asked to participate in any interviews. Addie Harris and Amanda Merrill were both asked and participated in interviews. Ian Robb made a motion to approve New Hires. There were no terminations. Aubrey Haskill seconded. All Ayes. Motion carried.

Fill Your Bucket – Andrea Lewis, Instructional Coach

Andrea Lewis spoke to the group about positive reinforcement, kind words and first impressions. She then read the book titled “Will You Fill My Bucket” to the group. Members shared some of their personal experiences of “bucket filling”. A copy of the book that Andrea read to the group was given to each member that was present.

New Business/Sharing/Bluesheets

There were a couple of questions/bluesheets asking about gas cards for Early Head Start socializations. The first was if gas cards are still being given out. Tricia stated that she would check with the appropriate staff for more information. The second was regarding the denial of gas cards for arriving late to EHS socializations. Two members were denied gas cards for arriving late. They asked for clarification of what the timeframe is to be considered late. Tricia stated that she has already spoke with Ilene Fanzini, EHS Assistant Director about this and that the EHS gas card policy is in process of being revised. Tricia asked members what they thought would be a reasonable amount of time allowed before being considered late. After some discussion, members felt that 15 minutes should be allowed before being considered late. Tricia said that she will speak with Ilene and that the policy will be in place and should be completed in January.

Tamara Hart asked why Policy Council members aren’t asked to sit in on part time interviews. Tricia explained that they are usually needed as soon as possible and sometimes there is not enough time to contact a member or parent.

Jesyka Creamer shared a concern regarding the behavior of some bus aides (i.e. not being very pleasant). Tricia said that if there is a concern regarding a bus aide that it should be brought to the attention of the Area Manager.

Next meeting will be Friday, January 26, 2018 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 approximately 2:00 pm. **In the event of inclement weather during the winter months it is very important that you call the hotel before leaving your house to make sure the meeting has not been cancelled. Also, Pam and/or Tricia will make every attempt to contact members prior to a cancellation.** You may contact Pam Badour at 989/893-5564, Ext. 401 or badourp@nemcsa.org 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 2:03 pm.

Approved by: _____ **Title:** _____

Date: _____