



NEMCSA Head Start/Early Head Start Policy Council Virtual “ZOOM” Meeting November 20, 2020



Welcome and Introductions of new and current members were made. Tricia Grifka, Early Childhood Services Director introduced the following staff members that were present at the training: Lisa Bolen, NEMCSA CEO; Rhonda Kuehn, Head Start Assistant Director; John Vincent, Region 2 Regional Manager and Pam Badour, Head Start Administrative Assistant.

Tricia reviewed the agenda with members and outlined the goals for the day.

Lisa Bolen explained her position and discussed NEMCSA programs and services.

Ground Rules

Tricia explained the importance of established ground rules for Policy Council which helps create a safe place to discuss things related to the program. Tracy Johnson reviewed each of the rules with members.

Code of Conduct, Confidentiality and Conflict of Interest Statement

Members received a copy of the Policy Council Code of Conduct, Confidentiality and Conflict of Interest Statement that the group will follow. Tina Schumacher reviewed it with members. They were asked to initial each item and to sign the form acknowledging that they understood the importance of each. Members then were instructed to e-mail the completed form to Pam Badour at badourp@nemcsa.org.

Orientation and Training

- Tracy Johnson reviewed with members the “Blue Sheet” process of facilitating two-way communication between Policy Council and local programs. An electronic copy of the form will be available to members.
- Rhonda Kuehn presented a PowerPoint presentation on NEMCSA programs and services.

Pam Badour informed members that the Policy Council Handbook is posted in the Head Start/Early Head Start Portal (PC Portal) that is located on the Head Start/Early Head Start website: <https://ecs.nemcsa.org/> for members to use as a reference guide throughout the year. She explained that the handbook contains information about what Policy Council is, Policy Council’s “Job Description”, the Roles and Responsibilities of Policy Council members, Program Governance, Code of Conduct, Confidentiality, Elections and Responsibilities of officers, how to conduct a meeting, and many other topics.

Head Start/Early Head Start Overview

Tricia provided a PowerPoint Orientation and Training presentation to the group. The presentation included a program overview, funding and eligibility requirements and In-kind.

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. She also explained the purpose of non-federal match, reviewed the regulations that guide non-federal match costs and explained what costs are allowable.

SeeSaw Overview

John Vincent, Regional Manager for Region 2, provided members an overview SeeSaw. John went into the application to show how teachers are utilizing that platform for remote learning. Within Seesaw, there is the capability for activities that align with the classroom curriculum to be sent and shared with students and families at home. Students and parents also have the ability to send a response to the activity so that the teacher can see it. Seesaw also allows for communication to occur between families and teachers. As teachers get more comfortable with the application, families might see lessons and activities being assigned in various ways. The app allows for interactive assignments, videos, voice recording, picture drawing, and more!

Business Meeting

Chairperson, Tracy Johnson called the business meeting to order at 12:05 pm.

Members Present:

Jessica Multath, Ryan Rozewski, Kelsey Verbeek, Jessica Volmering, Amanda Weaver, Dion Wickman

Prior Year Members Present:

Tracy Johnson, Tina Schumacher

Members Excused:

Carrie Locey, Hailey Sanford

Members Absent:

Sarah Achorn, Cynthia Frazer, Dasi Keegan, Angila Mosley, Kayla Pike, Haley Warman, Amy White

Staff Present:

Tricia Grifka, Rhonda Kuehn, and Pam Badour

Elections

- **Approval of Community Representatives:** Tracy Johnson and Tina Schumacher were eligible to serve as 2020/2021 Community Representatives. Ryan Rozewski made a motion to cast a unanimous ballot. Kelsey Verbeek seconded. Tracy Johnson and Tina Schumacher will serve as the 2020/2021 Community Representatives.
- **Election of Chairperson:** Nominations: Tracy Johnson. Nominations closed. Tina Schumacher made a motion to cast a unanimous ballot. Amanda Weaver seconded. Tracy Johnson was elected 2020/2021 Policy Council Chairperson.
- **Election for Vice-Chairperson:** Nominations: Tina Schumacher. Nominations closed. Tracy Johnson made a motion to cast a unanimous ballot. Amanda Weaver seconded. Tina Schumacher was elected 2020/2021 Policy Council Vice-Chairperson.
- **Election for Secretary:** Nominations: Ryan Rozewski. Tracy Johnson made a motion to cast a unanimous ballot. Amanda Weaver seconded. Ryan Rozewski was elected 2020/2021 Policy Council Secretary.
- **Election for the NEMCSA Board of Directors:** Tracy Johnson, Chairperson accepted her position on the Board of Directors. Nominations for two more positions: Tina Schumacher and Jessica Volmering. Nominations closed. Kelsey Vermeek made a motion to cast a unanimous ballot. Amanda Weaver seconded. Tina Schumacher and Jessica Volmering will serve as the 2020/2021 NEMCSA Board Representatives.
- **Executive Committee: Selected by Chairperson:** The Executive Committee consists of five members and is composed of the officers of Policy Council, Tracy Johnson, Tina Schumacher and Ryan Rozewski and two Policy Council members appointed by the Chairperson. Kelsey Verbeek and Jessica Volmering will serve on the Executive Committee and were appointed by the Chairperson.
- **Budget Committee:** Jessica Mulrath, Tracy Johnson and Amanda Weaver will serve as the 2020/2021 Budget Committee.

Drop Non-Participating Member/s from Roster

Tracy Johnson made a motion to approve removing Policy Council member Cynthia Frazer from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Jessica Volmering seconded. All Ayes. Motion carried.

Quorum present

Approval of Minutes

Members reviewed October's meeting minutes. There were no questions. Jessica Mulrath made a motion to approve October's meeting minutes. Tina Schumacher seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board held a Virtual "TEAMS" meeting on November 6th.

Lisa Bolen read the highlights from the Director's report. The Director's report is posted on the Policy Council Portal <https://ecs.nemcsa.org/>.

The next Board meeting is scheduled for December 4th.

Information and Discussion Items

Tricia reviewed the Policy Council Operating Procedures with members. The procedures explain the roles and responsibilities of elected officers. There was one recommended amendment to the procedures to reflect a change in Policy Council representation to the NEMCSA Board of Directors located under Article VI: (Officers/Representatives), Section III: (Duties of an Officer), D: (Representative to the NEMCSA Board of Directors), (1):

The Chairperson or their designee as approved by the Policy Council and ~~three~~ two representatives elected by the Policy Council, will represent Head Start/EHS on the NEMSCA Board of Directors.

Approval of the recommended amendment to the Policy Council Operating Procedures appears below under Action Items.

Complaint Procedure

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

Update on the Purchase Cheboygan School Building

Tricia provided an update on the Cheboygan School building purchase that was discussed at the August board meeting. The details are being worked out and staff are moving forward with completion of the application for funding from the Office of Head Start.

Non-Federal (In-kind) Waiver Request

Tricia informed members that we are requesting a Non-Federal Waiver Request in the amount of \$1,000,000 due to the anticipated difficulty in collecting non-federal share. The required non-federal share required is \$3,450,830. Tricia asked members for their approval to submit the waiver request. Approval appears below under Action Items.

Program/Enrollment Updates

Tricia stated that we are we are approximately 70% enrolled right now. The Office of Head Start has temporarily suspended the under-enrollment provisions. We will continue to recruit and enroll children throughout the year. She also stated that we continue to offer in-person (Face to Face) and virtual preschool options but are seeing more classrooms moving to virtual at this time.

Head Start and Early Head Start Financial Report

A Head Start/Early Head Start Budget Report (Seven Month Award for the period of July 1, 2020 through January 31, 2021) was reviewed with members. Tricia stated this award is anticipated to be under spent due to the pandemic shutdown. We are in the process of shifting some mileage funds to Supplies to purchase more learning materials for virtual services.

Credit Card Expenditure Review – Budget Committee

At this point previous members of the Budget Committee explained the process and purpose of reviewing credit card expenditures for Head Start and Early Head Start. These expenditures are for Early Childhood Services staff, not staff from other NEMCSA divisions. The committee reviewed Head Start and Early Head Start expenditures for Fifth Third Bank for the month of September in the amount of \$58,914.14 and WexCard fuel expenditures in the amounts of \$885.36. Members asked for further clarification on several charges for Fifth Third Bank. Answers to questions were obtained. Approval of expenditures appears below under Action Items.

Action Items:

Approval of the Policy Council Operating Procedures

Tracy Johnson made a motion to approve the Policy Council Operating Procedures. Amanda Weaver seconded. All Ayes. Motion carried.

Approval of the Head Start/Early Head Start Complaint Procedure

Amanda Weaver made a motion to approve the Head Start/Early Head Start Complaint Procedure. Kelsey Verbeek seconded. All Ayes. Motion carried.

Non-Federal (In-kind) Waiver Request

Tracy Johnson made a motion to approve submission of the request to Waive the Non-Federal Share. Amanda Weaver seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Tina Schumacher made a motion to approve Head Start and Early Head Start credit card expenditures for Fifth Third Bank for the month of September in the amount of \$58,914.14 and WexCard fuel expenditures in the amount of \$885.36. Amanda Weaver seconded.

Approval of New Hires/Terminations

Tricia explained to members their role in the hiring and termination of Head Start/Early Head Start employees. Tracy Johnson asked if anyone was asked to participate in any interviews. Tracy Johnson and Ryan Rozewski were both asked to participate in interviews but were unable to attend. Amanda Weaver made a motion to approve new hires. Kelsey Verbeek seconded. All Ayes. Motion carried. There were no terminations.

Future Meeting Dates Discussion

It was decided that at this time, meetings will be held on the 4th Friday of each month with the exception of December 18th, February 21st, May 21st. The meeting calendar noting Policy Council and NEMCSA Board meeting dates is included in the Policy Council Handbook (page 4) which is posted on the Head Start/Early Head Start Policy Council Portal (PC Portal) located on the Head Start/Early Head Start website:

<https://ecs.nemcsa.org/>

Pam reminded members to review the NEMCSA Employee Handbook (Basic Employment Standards) and the Procedures for Shared Governance that will be posted on the Policy Council Portal prior to next month's meeting.

Next meeting will be Friday, December 18th via ZOOM. The meeting will begin at 10:00 am and end at approximately 11:00 am. You may contact Pam Badour at badourp@nemcsa.org with questions.

Ryan Rozewski made a motion to adjourn. Amanda Weaver seconded.

Meeting adjourned at 1:35 pm.

Approved by: _____

Title: _____

Date: _____