



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
June 23th, 2017**



Jennifer Lopez, Chairperson called the meeting to order at 10:15 am.

Members Present:

Alvin “Chip” Clarke, Natalie Clarke, Addie Harris, Tamara Hart, Aubrey Haskill, Meagan Holmes, Jennifer Lopez, Danielle Martz, Amanda Merrill

NEMCSA Executive Board Members Present:

Pete Hennard, Ken Glasser

Staff Present:

Lisa Bolen, Vicki Bohr, Tricia Grifka, Pam Badour

Members Excused:

Peggi Armstrong, Cassandra Busch, Brian Fuller, Jennifer Gooch, Melissa Holt, Tina Schumacher, John Smock

Members Absent:

Chris Derosier, Dalene Meddaugh

Quorum Not Present

Natalie Clarke made a motion to approve May meeting minutes contingent upon full Policy Council approval at next meeting. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

Appointment of Executive Committee Member

Due to the prior removal of a member for non-participation, a position was vacant on the Executive Committee. Due to geographic location Jennifer Lopez asked Amanda Merrill if she would accept appointment to the Committee. Amanda accepted the position. Approval appears below under Action Items contingent upon full Policy Council approval at next meeting.

Cost of Living Adjustment (COLA) Application

The Cost of Living Adjustment (COLA) application was discussed with members for approval and submission. (The Executive Committee of the NEMCSA Board of Directors were also present for this portion of the meeting). Tricia stated that all Head Start grantees were granted a 1% COLA to be applied to all staff. NEMCSA will apply the 1% COLA retroactive to February 1, 2017 since that is the beginning of our grant period. Head Start will receive \$156,733. Of that amount, \$14,932 is awarded to the Delegate Agency (Mid-Michigan), and the remaining \$141,801 will be utilized to provide a 1% COLA increase to all staff.

Early Head Start will receive \$30,906. \$20,901 will be utilized to provide a 1% COLA increase to all staff beginning February 1, 2017. The remaining funds of \$10,005 will be utilized to offset increased operating expenses including rent, mileage and cost of supplies.

Tricia asked the Policy Council Executive Committee for their approval to submit the Cost of Living Adjustment (COLA) application contingent upon full Policy Council approval at next meeting. A roll call vote of the Executive Committee was taken. Approval appears below under Action Items. (After Policy

Council approval, members of the NEMCSA Board of Directors Executive Committee met separately across the hall to vote on the submission of the COLA application).

Approval and signature statements from both Policy Council Executive Committee and the NEMCSA Board Executive Committee were obtained.

Parenting Curriculum

The Parenting Curriculum that was recommended by the Curriculum Workgroup was presented and discussed with members. Tricia explained that the new Head Start Program Performance Standards (HSPPS) require a Parenting Curriculum. The Committee chose *Your Journey Together (YJT)* developed by Devereux, so it fits very well with the DECA. It is a strength-based curriculum designed to promote the social and emotional well-being and resilience of vulnerable children and their families. The *YJT* curriculum focuses on empowering parents to promote safe, trusting, and healing environments. Policy Council member Addie Harris is a part of this workgroup and was able to answer questions during the meeting regarding the selection process and the curriculum. Tricia asked members of the Executive Committee for their approval of the recommended Parenting Curriculum contingent upon full Policy Council approval at next meeting. A roll call vote of the Executive Committee members was taken. Approval appears below under Action Items.

Data Management Policy and Procedure

Copies of the Data Management Policy and Procedure were distributed and discussed with members. Tricia explained that this is also a new requirement in the HSPPS. It states that a program must design and implement coordinated approaches that ensure:

1302.101 (b) (4) The management of program data to effectively support the availability, usability, integrity, and security of data. A program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.

Tricia asked the Policy Council Executive Committee for their approval of the Data Management Policy and Procedure contingent upon full Policy Council approval at the next meeting. A roll call vote of the Executive Committee was taken. Approval appears below under Action Items.

NEMCSA Board Report

The Board Meeting was held on June 2nd, in Glennie. Becky Kwilinski, Foster Grandparent Volunteer, read a poem that she wrote about her volunteer experience as a Foster Grandparent.

The Audit and Finance Committee met prior to the regular meeting to review the audit proposals that were submitted for the financial audit and tax return preparation for the year ending September 30, 2017. The committee recommended for Board approval the hiring of the audit firm Wipfli LLP for one year with the option to renew. A discussion was held and a roll call vote taken. Members approved the hiring Wipfli LCC.

The next Board meeting will be August 4th, 2015 in Grayling.

Delegate Policy Council – Natalie Clarke

Members approved the COLA increase and new hire/terminations. There were several reports from Community Partners as well as a reminder of the “Fun Day at the Park” which will be held on July 21, 2017 at the Shamrock Park in Clare from 11 am until 2 pm.

Sue Harvey, Early Head Childhood Services Director presented her director’s report and also recommended that a certificate of appreciation be given to Larry Morlock, who is retiring from the MMCAA Board of director’s after 20 years.

Following the meeting, Martha Putt, Quality and Compliance Coordinator, conducted a CPR/Choking training for all attendees. Both Natalie Clarke and Pam Badour attended the training and will be receiving certificates of completion.

Minutes from May and June's meetings were distributed and discussed. Aubrey Haskill made a motion to receive and file Mid Michigan's contingent upon full Policy Council approval at next meeting. Jennifer Lopez seconded. All Ayes. Motion carried.

ROMA Annual Report Presentation - *Nicole Smith, NEMCSA Planning & Communications Coordinator*
Nicole gave a presentation on ROMA (Results Oriented Management and Accountability), which Community Action Agencies including NEMCSA use to track program results on six national goals.

Workgroup Updates

Addie Harris and Pam Badour recently attended the Parent, Family Community Engagement (PFCE) workgroup and further discussed the Parenting Curriculum as well as revisions of several forms. Addie also was part of the Curriculum Subcommittee that met a few days prior to the (PFCE) workgroup.

Administrative Report – Tricia Grifka

Tricia reviewed the Board and Policy Council Report with members. The report includes current administrative activities along with data on enrollment, waitlists, attendance, health statistics and special needs.

In-kind reports for Head Start and Early Head Start as well as an In-kind summary for Head Start was distributed and reviewed with members.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures from the previous month for Fifth Third Bank. There were several questions asked. Answers were obtained. Approval of Credit Card Expenditures in the amount of \$35,683.40 contingent upon full Policy Council approval at next meeting appears below under Action Items.

Action Items

Approval of Appointment of Executive Committee Member

Natalie Clarke made a motion to approve the appointment of Amanda Merrill to the Policy Council Executive Committee contingent upon full Policy Council approval at next meeting. Addie Harris seconded. All Ayes. Motion carried.

Approval of Cost of Living Adjustment (COLA) Application

Members of the Executive Committee approved submission of the Cost of Living Adjustment (COLA) application contingent upon full Policy Council approval at next meeting. Natalie Clarke made a motion to approve the Executive Committee's decision. Amanda Merrill seconded. All Ayes. Motion carried.

Approval of Parenting Curriculum

Members of the Executive Committee approved the recommended Parenting Curriculum contingent upon full Policy Council approval at next meeting. Addie Harris made a motion to approve the Executive Committee's decision. Amanda Merrill seconded. All Ayes. Motion carried.

Data Management Policy and Procedure

Members of the Executive Committee approved the Data Management Policy and Procedure contingent upon full Policy Council approval at next meeting. Addie Harris made a motion to approve the Executive Committee's decision. Alvin "Chip" Clarke seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditure Reports

Alvin “Chip” Clarke made a motion to approve credit card expenditures in the amount of \$35,683.40 contingent upon full Policy Council approval at next meeting. Addie Harris seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone was asked to participate in interviews. Danielle Martz was asked and did participate in interviews. Natalie Clarke made a motion to approve New Hire/Terminations contingent upon full Policy Council approval at next meeting. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

Members shared several informational items with one another.

Next meeting will be Friday, August 25th (there will be no meeting in July) 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 Ext. 401 with questions. Quality Inn’s telephone number is 1-989/345-3503.

Aubrey Haskill made a motion to adjourn. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

Meeting adjourned at 12:37 pm.

Approved by: _____ Title: _____ Date: _____