



**Head Start/Early Head Start Policy Council
Quality Inn, West Branch
January 26, 2018**



Chairperson, Jennifer Lopez, called the meeting to order at 10:00 a.m.

Members Present:

Joseph Berwanger, Amanda Boutilier, Ryan Cinader, Natalie Clarke, Alvin “Chip” Clarke, Michael Copeland, Jesyka Creamer, Rosemary Fields, Desiree Furbee, Addie Harris, Tamara Hart, Melissa Holt, Amber Kalittla, Jennifer Lopez, Danielle Martz, Amy Murphy, Ian Robb, John Smock, Tammy Vajcner

Resignation of Member

Jennifer Gooch contacted Pam Badour and stated that she had to resign her position on Policy Council due to starting a new job. We wish Jennifer all the best and have enjoyed having her as part of the group!

Staff Present:

Linda Wernette, Heather Pepper, Sue Cassavoy, Kim Bernelis, Terri Ciaciuch, Family Service Coordinators (FSC's), Jane Meyer, Lisa Bolen, Tricia Grifka, Pam Badour

Members Excused:

Aubrey Haskill, Amanda Merrill, Tina Schumacher, Virginia Swedberg, Eli Yanna

Members Absent:

Naomi Breckner, Jessica Lincoln

Introductions

Quorum Present

John Smock made a motion to approve December’s meeting minutes. Alvin “Chip” Clarke seconded. All Ayes. Motion Carried.

Committee Reports

NEMCSA Board Report

The Board meeting was held January 5th in Alpena. The Program Planning and Evaluation Committee met prior to the regular meeting to review and recommend for approval the Head Start/Early Head Start Policy Council Operating Procedures and the Policy Council Reimbursement Policy. Both items were approved.

Lisa Bolen read the highlights from the Director’s report.

Val Williams, Housing and Client Services Director and Lindsey Klein, Housing Resource Specialist, provided a PowerPoint presentation overview of the Housing and Client Services programs.

The next board meeting will be February 2nd in Grayling. New member orientation will be held prior to the regular meeting.

Delegate Policy Committee

Minutes from December and January’s meetings were distributed. John Smock made a motion to accept and file Mid Michigan’s minutes. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

Workgroup Updates

Tamara Hart stated that she and Eli Yanna were both a part of the ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) “Go To” meeting that was held on January 22nd. Members reviewed the Head Start/Early Head Start Application, Income Worksheet and Health Information History. The only revision that was suggested was moving a line to a different location on the application to make it more streamlined.

The Parent, Family, Community Engagement (PFCE) Workgroup is scheduled to meet January 29th in West Branch.

Early Head Start Overview – *Ilene Fanzini, Early Head Start Program Director*

Ilene reviewed the Early Head Start program which offers 90-minute home visits and planned parent/child group socialization sessions. School readiness goals were shared for children ages birth to three.

Members were offered an opportunity to explore a common household item and relate that exploration to supporting young children to reach milestones.

Contact information and prenatal educational materials were also shared to highlight a prenatal home visit.

Information and Discussion Items

Revised Early Head Start Socialization Gas Card Policy/Procedure – *Ilene Fanzini*

Members received draft copies of the revised Early Head Start Socialization Gas Card Policy/Procedure that reflected a revision discussed at last month's meeting regarding the amount of time allowed before being considered late to an EHS socialization. The consensus was that 15 minutes should be allowed before being considered late. The policy reads as follows:

Gas cards may be offered to parents or legal guardians to encourage attendance at Early Head Start Home Based Socialization by offsetting travel costs. Each family (parent or legal guardian) who has arrived within 15 minutes of group time is offered a gas card upon dismissal of group. Allowable denominations of gas cards are as follows: 1-25 miles round trip travel = \$10.00 card and 25+ miles round trip travel = \$15.00 card. If a family chooses to donate their mileage as In-kind, they are not eligible to receive a gas card.

Tricia asked members for their approval of the Revised Early Head Start Socialization Gas Card Policy/Procedure. Approval appears below under Action Items.

Transportation Incident – Overview of Findings and Corrective Action Plan

Tricia updated members on the status of the transportation incident that occurred October 4th, 2017 where a child had been left unattended on the bus and the safeguards that were immediately put into place agency wide. She stated after a month long investigation, it was determined that licensing would allow us to keep our license on a provisional basis.

The Office of Head Start (Regional Office) sent an "Overview of Findings" to both Tricia and Pete Hennard, Board Chairperson, stating that based on the information that was gathered during their review, a determination had been made that NEMCSA was found deficient in at least one area. A Grantee Specialist has been assigned to us and will meet with Tricia approximately 9-10 times over the next few months to review safety nets that we have put into place as well as technical assistance in any areas that are in need of improvement. She also stated that a corrective action plan will be completed before February 16, 2018 to address the deficiency created by the incident. Tricia will inform members of any further information at next month's meeting.

Sharing of Data and Protections for the Privacy of Child Records in Head Start/Early Head Start

Copies of the updated Sharing of Data and Protections for the Privacy of Child Records in Head Start/Early Head Start were distributed and reviewed with members. There was a policy in place prior to this, and Tricia explained that it has been updated and revised. The procedure is to ensure the privacy and confidentiality of records concerning children in our Head Start/Early Head Start/GSRP program. It also sets forth the steps that NEMCSA will follow to ensure the parental access to child records and Personally Identifiable Information (PII). Tricia asked members for their approval of the procedure. Approval appears below under Action Items.

Communication from the Office of Head Start (OHS) Regarding Health & Safety

Tricia informed members that it is a Performance Standard that she shares communications from OHS with Policy Council and Board members. Copies of a communication from Ann Linehan, Acting Director, Office of Head Start, dated January 3, 2018, were distributed and discussed with members. The communication states that over the past year, reports of child health and safety incidents have increased and she wanted to bring attention to the following two requirements that have in some cases, resulted in unnecessary and potentially detrimental actions taken by the grantee:

The reporting requirement found in CFR 1302.102(d) (1)(ii) requiring grantees to report immediately or as soon as practicable any significant incidents affecting the health and safety of program participants.

Standards of Conduct, CFR 1302.90 (c)(1)(1)(ii)(A)-(I),(iii),(iv), and (v), describing the positive strategies adults must implement when interacting with children, a list of prohibited actions endangering the health and safety of children and ensuring no child is left alone or unsupervised.

Tricia reiterated guidance from the communication that if an incident occurs, it will be carefully assessed and appropriate actions will be taken holistically, not just with the individual involved in the incident. Systems will be examined to determine if proper support, supervision and training has been provided and if there is systemic weakness that contributed to the incident.

Notification of CLASS and Focus 2 Federal Monitoring

Tricia informed members that we have received the official notification for our reviews that the Office of Head Start will conduct during the week of 3-19-18. The first is a Classroom Assessment Scoring System (CLASS) which is a tool used to see how a teacher interacts with children in the program. The review team can choose up to 75 classrooms/155 programs (which includes double session centers). This is strictly an observation and there will be no interaction with staff or children. The second is a Focus Area 2 (FA2) monitoring review which covers health & safety, Program Governance, child files, data, lesson planning, etc. and possible parent and/or Policy Council interviews. She stated that at our next meeting we will spend time reviewing the protocol.

Retraction of In-kind Waiver

Tricia informed members that the request to waive the Non-Federal Share (In-kind) for Duration Start-up and Operations that she asked members to approve at November's meeting, in fact did not need to be submitted to Regional Office for approval due to the fact that we were able to meet our In-kind match.

Policy Council Training Opportunity – Michigan Head Start Association (MHSA) Annual Conference

Tricia stated that we will be able to send several members to the MHSA Annual Conference that will be held March 8th & 9th in Ann Arbor. Workshop descriptions were distributed to members. She asked if any members may be interested in attending the conference (two men and two women) so they could share overnight rooms. There were ten members interested. Names were selected by a random draw. The members that will attend this year's annual conference are: Natalie Clarke, Melissa Holt, Michael Copeland and Joe Berwanger.

Revised Policy Council Meeting Calendar

A revised Policy Council meeting calendar was distributed to members. Pam stated that due to meeting room availability at Quality Inn, two meeting dates needed to be changed. The first was the April meeting that was changed from April 27th to April 20th and the September meeting has been changed from September 21st to September 28th. Members were asked to replace the calendar that they received at November's New Member Training with the revised one.

Local Contact Information – Informational Handout

At last month's meeting members were unsure of the names of their local FSCs and Area Managers. Pam stated that she would provide a handout for them listing the names of their FSCs and Area Managers by Region. Copies were distributed to members.

A Guide to Programs Operated by NEMCSA – Informational Handout

Also at last month's meeting Jennifer Lopez reported on an activity utilizing a family scenario and the agency service guide describing the programs offered by NEMCSA. Members were interested in receiving a copy of the guide. Pam contacted Sue Zolnieriek, Central Office Associate, to request a copy. Revised copies of the NEMCSA Service Guide were distributed to members.

Administrative Report – Tricia Grifka

Monthly Program Progress Report

The monthly report was distributed and reviewed with members. Tricia stated that we are in the process of the end of the fiscal year wrap-up.

Plans are in place for a program-wide In-Service training to be held February 15th & 16th. This is a time when quality speakers and trainers are brought in to address some of the common professional development needs for all staff, identified by analyzing child outcomes and health and family services compliance data.

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

A Head Start/Early Head Start Budget Report for fiscal year February 1st, 2017 – January 31st, 2018 was distributed and reviewed with members. At this point it appears that we are on track and will be very close to being spent out.

October In-kind reports for Head Start and Early Head Start as well as an In-kind Summary for Head Start were distributed and discussed with members.

Credit Card Expenditure Review

Members of the Budget Committee reviewed and approved credit card expenditures for Fifth Third Bank in the amount of \$35,567.48. There were several questions. Answers were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of Revised Early Head Start Socialization Gas Card Policy/Procedure

Addie Harris made a motion to approve the revised Early Head Start Gas Card Policy/Procedure. Amy Murphy seconded. All Ayes. Motion carried

Approval of Sharing of Data and Protections for the Privacy of Child Records in Head Start/Early Head Start

Alvin “Chip” Clarke made a motion to approve the updated procedure for the Sharing of Data and Protections for the Privacy of Child Records in Head Start/Early Head Start. Addie Harris seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Joe Berwanger made a motion to approve credit card expenditures in the amount of \$35,567.48. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone sat in on any interviews. Natalie Clark and Alvin “Chip” Clarke were asked and participated in interviews. John Smock made a motion to approve New Hires/Terminations. Ian Robb seconded. All Ayes. Motion carried.

New Business/Sharing

Two Bluesheets were shared with members. The first was regarding a recent fire drill that took place at the Bay City Education Center (BCEC). A parent from Bay City 4 was in the parking lot of BCEC waiting to pick up her daughter when she heard an alarm go off in the school. She immediately saw her child’s teacher promptly getting all of the children out of the building in a fast and safe manner. She stated that after seeing this, she trusts them with her daughter’s care.

The second Bluesheet was from a parent at Johannesburg. She stated that she had heard positive things about her Head Start program but was blown away at how fabulous this program really is! The teachers are amazing at what they do and her daughter is thriving and she is so thankful!

Tamara Hart, Iosco EHS, shared with members a book filled with different crafts that can be made by using containers.

Ryan Cinader, Imlay City, stated that a Family Literacy night with a “camping” theme was recently held at their local library. There were multiple activities/crafts for children and their parents. They made s’mores on a stick and read a book sitting around a “campfire” made from colored lights. A great time was had by all!

Alvin “Chip” Clarke stated that his granddaughter’s class drew pictures and mailed them to their homes. When the mail arrived at their house, his granddaughter was so excited and knew that the mail for her ☺

Non Federal Share (In-kind) Overview – Jane Meyer, Internal Systems Manager

Jane presented an In-kind overview to members. She explained that In-kind is the contribution of goods, volunteer time and cash donations. She stated that for In-kind to be counted for the program, the donation must be something that would be an allowable cost under the terms of the grant received. There was also a Q/A time for members to ask questions.

Next meeting will be Friday, February 23rd 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 before leaving your house to make sure the meeting has not been cancelled.** 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. Joe Berwanger seconded. All Ayes. Motion carried.

Business meeting adjourned at 1:31 pm.

Approved by: _____ **Title:** _____

Date: _____