



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
May 19th, 2017**



In absence of Chairperson Jennifer Lopez, Vice Chairperson Amanda Merrill called the meeting to order at 10:07 am.

Members Present:

Peggi Armstrong, Alvin “Chip” Clarke, Natalie Clarke, Jennifer Gooch, Addie Harris, Tamara Hart, Aubrey Haskill, Danielle Martz, Amanda Merrill, Tina Schumacher, John Smock, Kimberly Wellman

Staff Present:

Lisa Bolen, Michele Lawford, Tricia Grifka, Pam Badour

Members Excused:

Cassandra Busch, Brian Fuller, Meagan Holmes, Melissa Holt, Jennifer Lopez, Dalene Meddaugh

Members Absent:

Chris Derosier, Autumn Wuebben

Quorum Present

Approval of Minutes

John Smock made a motion to approve April’s meeting minutes. Natalie Clarke seconded. All Ayes. Motion carried

NEMCSA Board Report

The Board Meeting was held on May 5th, in Indian River. Lisa Bolen stated that Nicole Smith, Planning and Communication Coordinator highlighted the ROMA results from fiscal year 2016. The Head Start Contact Day Waiver and Transportation Waiver Request were both approved.

The next Board meeting will be held June 2nd in Glennie.

Delegate Policy Council

Minutes from April’s meeting were distributed and reviewed. Alvin “Chip” Clarke made a motion to receive and file Mid Michigan’s minutes. Aubrey Haskill seconded. All Ayes. Motion carried.

MHSA Spring Assembly – Amanda Merrill, MHSA Representative

Amanda attended the MHSA Spring Assembly that was held May 4th and 5th in Mt. Pleasant. She stated that the Keynote speaker, Dr. Cheryl Priest, CMU provided a PowerPoint presentation titled “Developing Quality Leadership in Changing Times”. It was geared toward positivity in the workplace.

Amanda shared information and handouts that she received at the assembly which included a Kinship and Foster Caregiver Health Webinar that will be held June 16th, from 11:00 am – 12:15pm on Zoom Online. The cost is free for all kinship and foster parents.

Amanda also had the opportunity to visit the Early Childhood Services learning lab at CMU on the second day of the assembly. She provided a PowerPoint presentation of pictures she took during the tour.

At this point, Amanda and Jennifer Gooch spoke to the group about a recent visit from Congressman John Moolenaar to the Head Start classroom at Midland's Longview Early Childhood Center. He observed students and teachers at work and play and spoke with administrators and parents. The tour was arranged by Michigan Head Start Association Director, Robin Bozek, Education Supervisor, Vickie Rutledge and Tricia Grifka. Both Amanda and Jennifer gave personal accounts of their children's successes.

John Smock stated he had the opportunity to speak with Congressman Jack Bergman at a local bakery in his town. Aubrey Haskill said that she attended a town hall meeting last month where Jack Bergman was present as well.

Workgroup Updates

Volunteers for the following workgroups:

Curriculum Workgroup and Family, Parent, Community Engagement Workgroup:

Addie Harris was interested. Tamara Hart and Amanda Merrill will serve as alternates.

Nutrition Workshop – *Michele Lawford, RDN, BS Michigan Nutrition Consultant*

Michele presented the following information to the group:

Saving money at the grocery store-

- A) Newspaper ads
- B) Seasonal sales
- C) Places to purchase condiments/spices
- D) Meat prices

How to save time and have less waste by prepping foods-

- A) Celery example demo
- B) Broccoli example demo

Different ways to serve foods to increase food exposure-

Brussels Sprout slaw recipe demo

The division of responsibility when feeding children-

Handouts-

- A) Choking Hazards for Children
- B) The Division of Responsibility When Feeding Children
- C) 104 Snack Ideas
- D) Pulled Pork in the Crock Pot {recipe}

Information and Discussion Items

Appointment of Executive Committee Member

A position is vacant on the Executive Committee. Since this position is filled by appointment of the Chairperson it was tabled to next month's meeting due to the Chairperson's absence.

Amended Contact Day Waiver

As mentioned in last month's minutes, members approved submission of a waiver to amend the minimum contact days for 4 of our 98 Head Start program sites (Grayling, Tawas Elementary 1, Morley/Stamwood 2 and Sandusky). The approval was given on April 28th. On Sunday, April 30, 2017 Susan Harvey from the delegate agency contacted Tricia requesting a contact day waiver for one classroom (Beaverton CAPS) due to an unexpected staffing issue. This would increase the number of programs to 5 of our 100 program sites. After the revisions were made, the Executive Committee of Policy Council was contacted on May 2, 2017 by Pam Badour for their verbal approval of the revised request. All Executive Committee members Jennifer Lopez, Melissa Holt, Natalie Clarke and Dalene Meddaugh responded and approved the revised Contact Day Waiver request. Jennifer Lopez, Policy Council Chairperson, signed the revised Approval sheet at the Early Childhood Services Committee meeting prior to the Board meeting on May 5, 2017. At today's meeting the revised Contact Day Waiver was distributed and reviewed with members. Approval of the amended Contact Day Waiver by full Council appears below under Action Items.

NEMCSA Board/Policy Council Report

The NEMCSA Board/Policy Council Report was distributed and reviewed with members.

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

Tricia reviewed the Head Start/Early Head Start Revenue and Expenditure Report with members. She stated that it is early in the budget period since the fiscal year started on February 1st. The report included a portion of the Duration funds that were approved to bring 8 full day classrooms up to 1,020 hours this fall as well as the addition of 5 part-day classrooms that will be converted to full-day and 5 additional full-day classrooms that will be added. The remainder of the funds will be dispersed at a later date.

There were no In-kind Reports this month.

Federal Funding Update

Tricia informed members that the approved fiscal year 2017 federal budget includes a small increase for Head Start and Early Head Start. The funding increase is specified for a 1% Cost of Living Adjustment (COLA) to all current staff. She stated that Regional Office will send a letter with the dollar amount that we may apply for.

Lead Test Information

Tricia stated that recently the Food and Drug Administration reported a common blood test for lead levels can give falsely-low results in certain cases when the blood is drawn from a vein. The blood lead tests used for Early Head Start and Head Start children by our partners use blood from a finger or heel prick and ARE accurate.

Credit Card Expenditure Review – Budget Committee

Addie Harris was the only Budget Committee member present. She reviewed and approved credit card expenditures for the previous month in the amount of \$32,957.45 for Fifth Third Bank (contingent upon Pam Badour contacting the absent Budget Committee members for questions and their verbal approval). Approval appears below under Action Items.

Action Items

Approval of Amended Contact Day Waiver by full Council

Natalie Clarke made a motion to approve the amended Contact Day Waiver. Danielle Martz seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Natalie Clarke made a motion to approve credit card expenditures in the amount of \$32,957.45 contingent upon verbal approval from absent Budget Committee members. Aubrey Haskill seconded. All Ayes. Motion carried.

Note: (Pam Badour contacted members on May 19th and received verbal approval of credit card expenditures from Budget Committee members: Dalene Meddaugh and Jennifer Lopez).

Approval of New Hire/Terminations

John Smock made a motion to approve New Hire/Terminations. Alvin "Chip Clarke seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

Amanda Merrill read a Bluesheet from Lewiston ECC stating that the information received from a recent workshop on "Conscious Discipline" was very helpful.

John Smock said that he was invited to attend a meeting next Tuesday for the Frederic natural playground.

Tamara Hart stated that Early Head Start will be holding interviews for a nursing position. Tamara was unavailable to participate and asked if any members may be interested in participating in the interviews. Both Danielle Martz and Peggi Armstrong were interested.

Amanda Merrill shared information about an upcoming community presentation titled "Childhood Trauma: Awareness and Intervention" that will be held at the Matrix: Midland Center for the Arts on June 6th at 7:30pm.

Next meeting will be Friday, June 23rd 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 401 or badourp@nemcsa.org with questions.

Quality Inn's telephone number is 1-989/345-3503.

Natalie Clarke made a motion to adjourn. Peggi Armstrong seconded. All Ayes. Motion carried.

Meeting adjourned at 1:07 pm.

Approved by: _____ Title: _____ Date: _____