

**Head Start/Early Head Start Policy Council  
Forwards Quality Inn – West Branch  
October 28<sup>th</sup>, 2016**

Jennifer Lopez called the meeting to order at 10:09.

**Members Present:**

Natalie Clarke, Brian Fuller, Aubrey Haskill, Melissa Holt, Jennifer Lopez, Danielle Martz, Dalene Meddaugh, John Smock, Kimberly Wellman

**Staff Present:**

Lisa Bolen, Tricia Grifka, Linda McGillis and Pam Badour

**Members Excused:**

Connie Corey, Michael Herriage, Meagan Holmes, Jessica Lauf, Chanda Winchell

**Quorum Present**

John Smock made a motion to approve the September meeting minutes. Natalie Clarke seconded. All Ayes. Motion carried.

**NEMCSA Board Report – Jennifer Lopez**

The NEMCSA Board Meeting was held on October 7<sup>th</sup>. Linda met with the Early Childhood Services Ad Hoc and Planning & Evaluation Committees prior to the meeting and reviewed the Five Year Continuation grant application and resubmission of the Head Start Supplemental Funding Duration application. Approval was given for both applications.

Valerie Williams, Housing and client Services Director and Michelle Smith, Housing Program Manager presented a PowerPoint presentation on the Heat and Utility and the Housing Assistance programs.

The next Board meeting will be held on Friday, November 4<sup>th</sup> in Oscoda.

**Delegate Policy Council**

September's meeting minutes were distributed and reviewed by members. Natalie Clarke made a motion to accept and file Mid Michigan's minutes. Kimberly Wellman seconded. All Ayes. Motion carried.

**Workgroup Updates**

There were no workgroup updates.

**Information and Discussion Items:**

**Introduction of the New Early Childhood Services Candidate**

Lisa Bolen introduced Tricia Grifka, Early Head Start Assistant Director to the group. Lisa explained the process in which Tricia was selected as the new Early Childhood Services candidate. Jennifer Lopez, Policy Council Chairperson, Meagan Holmes, NEMCSA Board Liaison and Jean Garret, NEMCSA Board member were all part of the interview team as well as NEMCSA staff Lisa Bolen, Linda McGillis and Diane Price. Lisa asked members if they had any questions for Tricia. There

were several asked. Tricia then spoke to the group about her family and her background with Early Head Start. Jennifer Lopez asked members for their approval of the new Early Childhood Services candidate, Tricia Grifka. Approval appears below under Action Items.

### **2016 Community Assessment Update**

The Community Assessment Update was distributed to members. The highlights were reviewed with members. The full assessment is completed every 5 years with the new 5 year grant. An update to the assessment is done annually. This document is part of the continuation grant application.

### **2015-2016 Ongoing Monitoring/Self-Assessment Report**

The Self-Assessment/Data Analysis Team meet to review ongoing monitoring and other program data four times during the program year. At the June 2016 meeting, data for September 1, 2015 through May 31, 2016 was reviewed. September's meeting included a review of additional data collected and/or finalized during June through August 2016. The Data Team includes members of the Program management team, Policy Council, Governing Body, and community partners. A report noting concerns as well as many strengths identified by the team was distributed and reviewed with members.

### **Administrative Report – Linda McGillis**

#### **Program Updates**

Linda stated that since Tricia Grifka is the new Early Childhood Services candidate, we will be looking for a replacement for her current position as Early Head Start Assistant Director.

Linda updated members on the resubmission of the Duration Grant that members approved at last month's meeting. She stated that our total funding request is slightly higher than anticipated so we were able to adjust the revision to include 324 children instead of 216. This will allow us to add 8 additional centers by extending their program year by 3 additional weeks.

Linda mentioned that over the past year, 10 programs now have natural playgrounds. Several members commented on how impressive their center's playgrounds are since the conversion to natural. The children seem to enjoy using their imaginations. They can play, learn and discover natural elements such as sand, water, wood and living plants. The goal is to convert 10% of playgrounds per year.

Linda also informed members that the new Head Start Performance Standards have been released. One of the changes in the standards that would affect Policy Council is the term of membership. Beginning in November, members would be allowed to serve on Policy Council for up to 5 years if re-elected instead of the previous 3 year limit! The Policy Council Operating Procedures will need to be revised to reflect this change.

#### **Board and Policy Council Report**

The Board and Policy Council report was distributed and reviewed with members. Linda stated that Head Start still has some unfilled slots. Some double session centers are difficult to fill and discussion about a potential enrollment reduction request will need to occur in the next couple of months. Efforts have intensified to identify age and income eligible children to fill Head Start vacancies. Declining 0-5 populations in many communities, increased numbers of state funded pre-school slots, and slightly higher incomes reported by families have limited the potential pool of Head Start eligible children.

Early Head Start has recruited new children and is currently fully enrolled!!

### **Head Start & Early Head Start Budget/In-kind Reports**

A Head Start/Early Head Start budget report was distributed and discussed with members. Linda feels the Head Start will be somewhat tight so spending limits will be going into effect. Early Head Start is slightly underspent.

Members reviewed the Head Start and Early Head Start In-kind reports and an In-kind Summary for Head Start. Based on last year's numbers for Head Start, it appears that we are significantly lower than last year for the month May. A push to increase volunteer effort among parents will need to take place with the incoming Policy Council group. Early Head Start is in very good shape.

### **November Policy Council Meeting Information**

Members were given information and a tentative schedule for the November 18<sup>th</sup> New Member Training that will be held at the Doubletree Hotel in Bay City. Members discussed the training agenda and volunteered to present various segments of the training.

### **Credit Card Expenditure Review – Budget Committee**

Credit card expenditures for Fifth Third Bank were reviewed. There were no questions. Approval of the expenditures in the amount of \$56,170.15 appears below under Action Items.

### **Action Items**

#### **Approval of the New Early Childhood Services Candidate**

John Smock made a motion to approve the new Early Childhood Services Candidate, Tricia Grifka. Dalene Meddaugh seconded. All Ayes. Motion carried.

#### **Approval of Credit Card Expenditures**

Dalene Meddaugh made a motion to approve credit card expenditures for Fifth Third Bank in the amount of \$56,170.15. Danielle Martz seconded. All Ayes. Motion carried.

#### **Approval of New Hires/Terminations**

Jennifer Lopez asked if anyone participated in any interviews. No members had participated in interviews. The positions were mostly part-time service aides. John Smock made a motion to approve New Hires/Terminations. Danielle Martz seconded. All Ayes. Motion carried.

**Next meeting/New Member Training will be held on Friday, November 18<sup>th</sup> at the Doubletree Hotel, One Wenonah Park Place, Bay City.** The meeting will begin at 9:30 and end at approximately 5:00. An information packet will be mailed to members with directions to the hotel. You may contact Pam Badour at 989/893-5564, ext. 401 or by email [badourp@nemcsa.org](mailto:badourp@nemcsa.org) with questions. **Doubletree's telephone number is 989-891-9680.**

Natalie Clarke made a motion to adjourn. Dalene Medduagh seconded. All Ayes. Motion carried.

Meeting adjourned at 1:18.

**Approved by:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_