

**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
March 18th, 2016**

Jennifer Lopez called the meeting to order at 10:06 am.

Members Present:

Cassie Bouchard, Christina Broderick, Natalie Clarke, Connie Corey, Misty Doherty, Neil Doherty, Stephanie Fiser, Brian Fuller, Aubrey Haskill, Michael Herriage, Melissa Holt, Elaine Johnson, Roxanne Kandal, Lessica Lauf, Jennifer Lopez, Danielle Martz, Dalene Meddaugh, Linda Miles, John Smock, Kimberly Wellman, Chanda Winchell

Staff Present:

Rhonda Kuehn, Linda McGillis, Pam Badour

Members Excused:

Samantha Fouts, Meagan Holmes, Mellisa Stacy, Kristen Wood

Members Absent:

Ashley Butler, Della Cronin-Mead, Brenda Lilley, Melissa Saxton

Quorum Present

John Smock made a motion to approve January's meeting minutes. Dalene Meddaugh seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board Meeting was held on March 4th in Gaylord. Aubrey Haskill, Melissa Holt and Jennifer Lopez were present. Jim Robarge introduced Curt Reppuhn, CPA from the Audit Firm of Echelbarger, Himebaugh, Tamm & Co., P.C. (EHTC). Curt met with the Audit and Finance Committee prior to the Board meeting to review the results of the audit. He also presented information to the full Board on some key points related to the audit. There were no findings. Curt thanked Jim Robarge, Karen Kelsey and Jeff Weiland for working with him to complete the process.

Linda met with the Early Childhood Committee prior to the Board meeting. They discussed the possibility of Linda asking regional office for an enrollment reduction due to changing some double center sessions to full year programs. This would not affect the number of sites just the number of children. She also stated that due to approval being needed before the next Policy Council meeting, she met with the Executive Committee from Policy Council to approve the Transportation Procedure – On-Board Observations. Approval by full Policy Council appears below under Action Items. The next Board meeting will be held on Friday, April 1st in AuGres.

Delegate Policy Council

Minutes from January and February's meetings were distributed and reviewed by members. John Smock made a motion to receive and file Mid Michigan's meeting minutes. Melissa Holt Seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup meetings held.

Information and Discussion Items:

Transportation Procedure – On-Board Observations

As noted above under the NEMCSA Board Report the Policy Council Executive Committee reviewed and approved the Transportation Procedure – On-Board Observations. She stated that a potential problem with public school transportation was identified. As a result of that, the On-Board Transportation Procedure was revised. The highlights of the procedure are as follows:

- Observations will be done annually prior to December 1. For this year, observations will be scheduled soon.
- Observations will occur on all busses transporting NEMCSA enrolled children – NEMCSA buses, public transit buses and public school buses.
- Due to the large number of buses used in public school transportation services, observations will be done by public school personnel. However, follow-up by HS staff will include observations done on randomly selected drivers in each district.

Linda asked members for their approval of the revised Transportation Procedure. Approval by full Council appears below under Action Items.

Agency Audit Report

As noted above under the NEMCSA Board Report there were no findings or areas of concern. Members will receive a copy of the final report when completed.

Summary of Area Planning Meetings

Linda said that many of the meetings have been completed. The goal is to review what was in place last year, what worked well, and what challenges were encountered during the past year. Enrollment planning for each program is reviewed based on community assessment factors.

School Readiness – Rhonda Kuehn, Associate Director

Rhonda held a discussion with the group regarding school readiness. She discussed how the program's school readiness goals were established and described what takes place to monitor progress toward reaching the goals. She also talked about how school readiness is a joint effort between the program, parents, the community and the schools. A power point presentation and hand-outs were shared.

Administrative Report – Linda McGillis

NEMCSA Board and Policy Council Report

Linda reviewed the Monthly Progress Report with members. The report shows that enrollment numbers are remaining stable. We will not replace children after April 1st, so enrollment numbers will likely drop on the next report. Dental and immunization percentages are looking good. She stated that there are still some issues with obtaining accurate medical numbers and that staff are continuing to work on correcting this. Lead testing seems to be our biggest challenge. If children did not have a blood lead test at both 12 and 24 months, they need another done between 36 and 72 months. Overall, staff are paying more attention and are making sure that families are following through with scheduled appointments. There is still April and May to reach the targets. AVA (Average Daily Attendance) was below the target number of 85% mainly due to illness.

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

Linda reviewed the Head Start /Early Head Start Revenue and Expenditure report for the year ending January 31st, 2016. She stated that we are still showing a balance from last year's award due to

some equipment/supplies that have not been delivered or paid for yet. We have until April 30th to close out the budget.

In-kind reports for Head Start and Early Head Start as well as a Head Start In-kind Comparison Sheet were distributed and discussed with members. Linda told members that Head Start has not completed all entry yet, but we are in good shape and have met our In-kind match!

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures in the amount of \$49,721.26 for Fifth Third Bank. There were no questions or concerns. Approval appears below under Action Items.

Action Items

Approval of Action Taken by Executive Committee for the Transportation Procedure – On-Board Observations

Michael Herriage made a motion to approve action taken by the Executive Committee for the Transportation Procedure – On-Board Observations. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Chanda Winchell made a motion to approve credit card expenditures in the amount of \$49,721.26 for the previous month. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if any members were asked to participate in interviews. Natalie Clark, Jessica Lauf and Christina Broderick were asked and participated in interviews. Natalie Clark made a motion to approve New Hires. There were no Terminations. Michael Herriage seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

Several Bluesheets were shared. They contained positive statements regarding teaching staff and special events.

Stephanie Fiser, Gaylord, stated that they had an amazing turnout at their last parent meeting! Teaching staff placed reminder stickers on the children for 3 days prior to the meeting. She feels that by doing that, it resulted in the great attendance.

Roxanne Kandal, Omer, said that a literacy night was recently held in their area.

Next meeting will be Friday, April 22nd 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.

Michael Herriage made a motion to adjourn. Dalene Meddaugh seconded. All Ayes. Motion carried.

Meeting adjourned at 1:40 pm.

Policy Council Chairperson: _____ Date: _____