Due to Chairperson, Jennifer Lopez not feeling well, Amanda Merrill, Vice Chairperson called the meeting to order at 10:06 am.

**Members Present:**
Alvin “Chip” Clark, Natalie Clarke, Jennifer Gooch, Melissa Holt, Jennifer Lopez, Amanda Merrill, Tina Schumacher, John Smock

**Staff Present:**
Jean Horrocks, Tricia Grifka and Pam Badour

**Members Excused:**
Addie Harris, Tamara Hart, Aubrey Haskill, Danielle Martz

**Members Absent:**
Peggi Armstrong, Meagan Holmes

**Quorum Present**
John Smock made a motion to approve the September meeting minutes. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

**NEMCSA Board Report – Jennifer Lopez**
The NEMCSA Board Meeting was held on October 6th in Mackinaw City. Tricia met with the Early Childhood Services Ad Hoc Committee prior to the meeting and reviewed the Five Year Continuation grant application. Approval was given for submission of the application.

Sara Socia, Long Term Care Ombudsman presented a PowerPoint presentation on the Ombudsman program and provided information on senior-to-senior bullying.

The next Board meeting will be held on Friday, November 3rd in Oscoda.

**Delegate Policy Committee**
September’s meeting minutes were distributed and reviewed by members. Natalie Clarke made a motion to accept and file Mid Michigan’s minutes. Tina Schumacher seconded. All Ayes. Motion carried.

**Workgroup Updates**
There were no workgroup updates.

**MHSA Fall Assembly – Amanda Merrill**
Amanda said that she had the opportunity to attend the Michigan Head Start Association (MHSA) Fall Assembly that was held September 21 & 23 on Mackinaw Island. She shared with members several National Head Start Association (NHSA) and State Updates as well as handouts from different workshops that she attended.
Information and Discussion Items

Review Policy Council Operating Procedures
Tricia stated that due to some shifting/addition of programs/regions, the current Policy Council Operating Procedures were reviewed by herself and Pam. The following revisions were recommended and discussed with members:

Article IV: Membership

Section I, A: Membership will now consist of 30 Head Start/GSRP parents instead of 28. Distribution is 2 per Region with the exception of Regions 2C and 2D. These two regions will have a total of two representatives.

Section II, A: The words “up to” have been added: Members may serve on the council a total of “up to” five years.

Section III B: (Resignation/Removal): The Head Start Administrative Assistant (instead of the Chairperson/Secretary) will follow-up with a letter stating that a member has been removed from the Council for non-participation with the option to be reinstated upon request.

Article VI: Officers/Representatives

Section I (Election and Term of Office) A: “Treasurer” was removed.

Section III (Duties of an officer) C: (Secretary): Added: 1. Record minutes of the Council. Removed: 1. Read minutes of previous monthly meetings. 2. Maintain a list of all officers, committees and members of the Council. 3. Maintain the minutes of the Council and inform Vice Chairperson of vacancies.

Section III F: Removed: Representative to the Delegate (Mid Michigan Community Action Agency). (For monitoring purposes, a Policy Council member and/or Administrative Assistant will attend at least 2 delegate policy committee meetings during the program year).

Section III G: Removed: Representative to the Michigan Head Start Association (MHSA). (Volunteers will be randomly selected to attend MHSA trainings or conference opportunities).

Article VII: Committees

Section II: (Other Committees): Personnel and Program have been removed.

Discussion took place regarding the recommended revisions. Approval appears below under Action Items. Copies of the revised Operating Procedures will be distributed at next month’s meeting.

Review Head Start/Early Head Start and Early Head Start “Eligibility, Recruitment, Selection and Enrollment” Policies and Procedures (Selection Criteria) – Jean Horrocks, Director of Health and Family Services

Jean informed members it was recommended through review of our community assessment data that additional priority points be given to Head Start families with a poverty level of 101-130%. With under enrollment and no income eligible families on wait lists, we need to ensure we are serving the next vulnerable population of families. Without these additional points, many of the families with the most...
priority points were families over the 130% level of poverty and we have a small number of over-income slots available.

Both Head Start and Early Head Start increased the priority points for abuse and neglect of child, sibling or parent.

To be more consistent with the Head Start selection criteria, Early Head Start increased priority points for: child is eligible for special education services, teen parent and family is homeless or without stable housing.

Members agreed with increasing the priority points noted above but also felt strongly that Head Start should give points for teen parent and child’s developmental progress to be more consistent with Early Head Start.

Approval of the Head Start and Early Head Start “Eligibility, Recruitment, Selection and Enrollment” Policy and Procedures (Selection Criteria) appears below under Action Items.

**Early Head Start Budget Revision – FY Ending 1-31-18**
Tricia stated that Ilene Fanzini, Early Head Start Director, is submitting a budget revision to Regional Office for approval. The request involves decreasing the Personnel line items by $29,000. The proposed reductions include moving those funds to the Equipment Line to purchase four Digital Spot Screeners to offer evidence-based vision screens. The devices may be purchased at a discounted rate of $7,250.00 each.

Tricia asked members for their approval to submit the request. Approval appears below under Action Items.

**Credit Card Expenditure Review – Budget Committee**
Credit card expenditures in the amount of $44,719.45 for Fifth Third Bank were reviewed. There were several questions. Answers were obtained. Approval of the expenditures appears below under Action Items.

**Training: Civil Rights Training – CACFP – Jean Horrocks, Director of Health and Family Services**
Jean reviewed the civil right protection laws, types of discrimination and the procedures we have in place to adhere to these regulations with members.

**Focus Area 2 and CLASS Reviews**
Tricia informed members that we have received notification from The Office of Head Start (OHS) that this program year NEMCSA will receive two reviews:

**Focus Area 2** (This onsite review includes discussions, classroom explorations, and data tours. Discussions will occur with program management, staff, parents, the governing body, the policy council, and teachers. Data tours are a new feature of the onsite review that will be conducted with management staff, center leaders and directors. These tours are an opportunity for the grantee staff to show the data they collect, analyze, use and share to make informed program decisions).

**Classroom Assessment Scoring System (CLASS®)** (The CLASS review is designed to assess the effectiveness of the interactions between children and teachers. The purpose of the observations is to collect information about the experiences of children in Head Start programs for monitoring purposes).
Tricia made the formal request to OHS that the two reviews occur simultaneously. She explained that the Head Start monitoring protocols are used by OHS to gather data and other information to assess grantee program operation and performance. OHS uses the information collected during reviews to understand the grantee’s approach to program design and services. The information is also used to evaluate their performance and continuous program improvement. We will receive 60 days' notice when the review has been scheduled and will inform members when more information is received.

2016 – 2019 Community Assessment
Copies of the 2016-2019 Community Assessment were distributed and discussed with members. Every five years NEMCSA seeks input from people in the communities we serve regarding their needs and the needs of others in their area. The information is then used to continue programming now in place; to develop new programming as needs indicate; to coordinate services with other human service agencies; and to advocate for funding and legislation. The highlights were reviewed with members. Tricia encouraged members to read through the entire report. The full assessment is completed every 5 years. An update to the assessment is done annually.

Early Head Start Transition Survey Results
The Early Head Start Transition Survey is given to parents on a yearly basis to determine the success of the transition process. Staff look at the results/comments to make sure the process is working well and continues that way. Tricia reviewed the results of the survey with members and stated that transition appears to continue to be an area of some confusion and/or miscommunication in a few counties. The surveys indicate that there still room to improve communication and collaboration between Head Start and Early Head Start staff. This continues to be an area of focus in the 5 year grant goals with specific activities to improve the process, staff communication and monitoring.

Members at this point had a few questions regarding transition i.e. “How is transitioning between agencies (Mid Michigan, HDC, etc.)”. Tricia thought that this was a great question and will follow up with appropriate staff.

Administrative Report

Transportation Incident
Tricia informed members that an incident occurred on October 4th on one of our busses. A child had been left unattended on the bus. The child was ok and unharmed. Tricia stated that staff did not follow proper procedures and have been terminated. The parent was immediately contacted as well as licensing and Regional Office. Tricia contacted the Board and Policy Council Executive Committees to inform them of what had taken place. Additional procedures and safeguards have been put into place agency-wide.

Head Start & Early Head Start Budget/In-kind Reports
A Head Start/Early Head Start budget report was distributed and discussed with members. Tricia feels that we are on target but spending will continue to be watched very closely and staff will need to make sure that they are only purchasing what is necessary.

November Policy Council Meeting Information
Members were given information and a tentative schedule for the November 17th New Member Training that will be held at the Doubletree Hotel in Bay City. Members discussed ways to welcome new members and volunteered to present various segments of the training. Several members also have been attending local parent meetings to speak about what Policy Council is and their experiences as members.
Action Items

Approval of Recommended Revisions of Policy Council Operating Procedures
John Smock made a motion to approve the recommended revisions of the Policy Council Operating Procedures. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

Approval of Proposed Head Start and Early Head Start “Eligibility, Recruitment, Selection, and Enrollment” Policies/Procedures (Selection Criteria) for 2018-2019
Natalie Clarke made a motion to approve the proposed Head Start and Early Head Start “Eligibility, Recruitment, Selection, and Enrollment” Policies/Procedures (Selection Criteria). Tina Schumacher seconded. All Ayes. Motion carried.

Approval of Early Head Start Budget Revision – FY Ending 1-31-18
Natalie Clarke made a motion to approve the Early Head Start Budget Revision for FY Ending 1-31-18. John Smock seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures
Alvin “Chip” Clarke made a motion to approve credit card expenditures for Fifth Third Bank in the amount of $44,719.45. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations
Amanda Merrill asked if anyone participated in any interviews. Alvin “Chip” Clarke and Amanda Merrill had both been asked and participated in interviews. Alvin “Chip” Clarke made a motion to approve New Hires. John Smock seconded. All Ayes. Motion carried. There were no terminations.

Next meeting/New Member Training will be held on Friday, November 17th 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 badourp@nemcsa.org with questions. Doubletree’s telephone number is 989-891-9680.

Jennifer Gooch made a motion to adjourn.

Meeting adjourned at 1:30.

Approved by: ___________________________ Title: ___________________________ Date: __________