



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
September 22nd, 2017**



Jennifer Lopez, Chairperson called the meeting to order at 10:03 am.

Members Present:

Alvin “Chip” Clarke, Natalie Clarke, Jennifer Gooch, Addie Harris, Tamara Hart, Meagan Holmes, Melissa Holt, Jennifer Lopez, Danielle Martz, Tina Schumacher, John Smock

Staff Present:

Lisa Bolen, Kristen Walcheski, Pam Badour

Members Excused:

Amanda Merrill

Members Absent:

Peggi Armstrong, Aubrey Haskill

Quorum Present

Natalie Clarke made a motion to approve the August meeting minutes. Addie Harris seconded. All Ayes. Motion carried.

NEMCSA Board Report

The NEMCSA Board Meeting was held on September 8th in Sterling. Jennifer Lopez stated that Carol Shaffo, Planning and Evaluation Director, presented the 2016-2019 Community Needs Assessment. The next Board meeting will be held on Friday, October 6th in Mackinaw City.

Delegate Policy Council

Natalie Clarke stated that Shawna Roskoski, PFCE Coordinator presented an introduction to IMIL (I am Moving, I am Learning) to the group. It was very informative and mainly focused on obesity trends in the United States. Members discussed having a full training in the next few months.

John Smock made a motion to receive and file Mid Michigan’s August meeting minutes. Natalie Clarke seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup updates.

Information and Discussion Items

Appointment of Executive Committee Member

Due to the removal of a member at last month’s meeting for non-participation, there was a vacancy on the Executive Committee. Based on geographic location, Jennifer Lopez asked Jennifer Gooch if she would accept the position. Jennifer accepted the position.

Head Start/Early Head Start 5 Year Continuation Grant Application

Members were informed that the Head Start and Early Head Start 5 year grant award for FY 2015 - FY 2020 requires submission of an annual update and budget plan. An overview of the grant was distributed and explained to members. The application is due on November 1st and will cover the budget period of February 1, 2018 through January 31, 2019. Pam asked members for their approval to submit the grant. Approval of the Head Start/Early Head Start 5 Year Continuation Grant Application appears below under Action Items.

Administrative Report

Program Updates/Enrollment Updates

Pam informed members that enrollment continues to be a concern as the numbers of age eligible and income eligible children continue to decline. Staff are continuing to work hard to fill classrooms.

PIR – Program Information Report

PIR reports for Head Start, Early Head Start and Mid Michigan were distributed and discussed with members. The reports reflected percentages that compared 2016-2017 numbers to 2015-2016. The indicator that needs to be targeted for improvement this year is the dental follow-up.

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

A Budget Report was distributed and discussed with members. At this point we are on track but spending will need to be watched very closely and staff need to make sure that they are only purchasing what is necessary.

Credit Card Expenditures (July and August)

Members of the Budget Committee reviewed and approved credit card expenditures for Fifth Third Bank for July in the amount of \$10,779.66 and August in the amount of \$37,833.86. There were several questions. Answers obtained. Approval of expenditures appear below under Action Items.

Action Items

Head Start/Early Head Start 5 Year Continuation Grant Application

John Smock made a motion to approve submission of the Head Start/Early Head Start 5 Year Continuation Grant. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Alvin “Chip” Clarke made a motion to approve credit card expenditures for July in the amount of \$10,779.66 and August in the amount of \$37,833.86 for Fifth Third Bank. Addie Harris seconded. All Ayes. Motion carried.

Approval of New Hire/Terminations

Jennifer Lopez asked if any members were asked and participated in interviews. Tamara Hart, John Smock, Jennifer Gooch, Natalie Clarke and Jennifer Lopez were all asked and participated in interviews. Alvin “Chip” Clarke was asked but unable to participate. Natalie Clarke made a motion to approve New Hires. There were no terminations. Danielle Martz seconded. All Ayes. Motion carried.

Data Analysis/Self-Assessment Focus Group – *Kristen Walcheski, Program Operations Manager*

Kristen conducted a focus group for the program’s annual Self-Assessment and shared with the group multiple pieces of data from the 2016-2017 program year. Data included school readiness goal attainment, average daily attendance (and impact on school readiness), family services goal setting and goal attainment, and health/playground checklist findings.

A summary of discussion points are as follows:

- School Readiness:
 - The group noticed that in general, boys had lower outcomes than girls, particularly in the areas of cognitive development and language/literacy.
 - Suggestion: provide staff with training specific to teaching boys and ways that they may learn differently than girls.
 - Children with IEP's did not meet school readiness targets in the area of language/literacy. Kristen shared that she could follow up with more data that would show where those children started and how much growth they attained.
 - Suggestion: Parents wondered if we should set our school readiness goal target lower for children with IEP's.
 - The more days of school children miss, the lower their outcomes!
- Family Services:
 - Parents expressed concern that the program did not attain ROMA targets for goal setting and goal attainment. Kristen indicated that the program had followed up with the Health and Family Engagement Managers and their feelings were that data entry did not accurately reflect what was actually happening in regards to family goals – that there were many instances where a family had set a Family Life Practice goal but did not record it as such, thus reports would not reflect it being that type of goal. Some parents felt that this may not always be the case, and that sometimes it could be that goals were not set and/or follow-up did not occur.
- Health and Safety:
 - The group noted improvement in the number and type of non-compliant indicators, but there was question as to whether or not there was continued improvement based on this fall's checklists.
 - Kristen will follow up and add fall 2017 data to the chart and have available for the October Policy Council meeting.

New Business/Bluesheets

Natalie Clarke shared a Bluesheet from Caro regarding food preparation. Pam stated that she will follow-up with the Area Manager.

Next meeting will be Friday, October 20th, 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 badourp@nemcsa.org or by calling 989/893-5564 Ext. 401 with questions. **Quality Inn's telephone number is 1-989/345-3503.**

Alvin "Chip" Clarke made a motion to adjourn. Natalie Clarke seconded. All Ayes. Motion carried.

Meeting adjourned at 1:00.

Approved by: _____ **Title:** _____ **Date:** _____