



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
August 23rd, 2019**



Chairperson Jennifer Lopez called the meeting to order at 10:12 am.

Members Present:

Tara Boliek, Rosemary Fields, Aubrey Haskill, Amanda Kaley, Jennifer Lopez-Suess, Renee Miller, Tina Schumacher

Staff Present:

Sherry Garner, Head Start Area Manager; Lori Clark, Family Services/Mental Health Content Area Specialist; Lisa Bolen; Tricia Grifka; Pam Badour

Members Excused:

Patricia Frye, Julia Gutierrez-Albrecht, Tracy Johnson, Anna Kreitner, Danielle Martz, Amy Murphy

Members Absent:

None

Introductions

Quorum Present

Jennifer Lopez asked members to make a correction to their agenda noting that the date of the meeting minutes approval should be June 28th rather than August 23rd.

Amanda Kaley made a motion to approve June's meeting minutes. Rosemary Fields seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board meeting was held on Friday, August 2nd in Glennie. Renee Miller and Tina Schumacher were both present. Francis Whitney, Outreach and Communication Coordinator and Kristina Warner, Operations/Data Quality Analyst, presented Bridges Out of Poverty – Hidden Rules and Language modules.

The Audit and Finance Committee reviewed and discussed the hiring process for the position of Director of Finance to succeed Jim Robarge who is retiring in September. Ken Glasser provided an overview of the hiring process as well as an explanation and rationale for the chosen candidate. The committee recommended Kimberlee Hinkca to the full Board for approval. The full Board approved the chosen candidate.

Lisa Bolen distributed the Director's Report and reviewed the highlights with members. One of the highlights she shared was the 2020 Census. She said that we all need to work together to ensure that undercounted populations are aware of the importance of the census. Tricia then distributed a Census 2020 fact sheet that explains what the census is as well as how the information obtained through the census helps communities create jobs, provides housing, funds K-12 education, prepares for emergencies and helps build schools, roads, hospitals and libraries.

The next Board meeting will be September 6th at Kirtland Community College in Grayling.

Delegate Policy Council

Mid-Michigan's June meeting minutes were distributed to members. Amanda Kaley made a motion to receive and file Mid Michigan's minutes. Aubrey Haskill seconded. All Ayes. Motion carried.

Workgroup Updates

Renee Miller stated that the Home Base workgroup will be going to her house to do a “mock” home visit.

Information and Discussion Items:

Transportation Waiver Request Update

Tricia informed members that the Transportation Waiver has been granted and has been forwarded to all school districts that provide transportation services for us.

NEMCSA 2018 Annual Report

Copies of the 2018 NEMCSA Annual Report were distributed and reviewed with members. Tricia encouraged members to read through the entire report.

2019 Michigan Head Start Profile

An informational handout was distributed to members from the National Head Start Association on Head Start statistics for Michigan.

NEMCSA 2018 ROMA Annual Report

Copies of the 2018 ROMA (Results Oriented Management and Accountability) Annual Report were distributed and reviewed with members. ROMA is a practice that incorporates the use of outcomes or results into the administration, management and operation of human services to track program results on six national goals.

Enrollment Update

Tricia informed members that not all programs are full yet and staff are continuing to recruit in those areas. She stated that we have already used a lot of the over income slots due to minimum wage rising which is making families slightly over income while the federal poverty rate has seen only very tiny raises. She also said that GSRP funding has still not been finalized yet and that it could be as late as October before a decision is made, which could cause some GSRP programs to start later this year.

Program Planning – Re-Competition Grant

Tricia stated we have been informed that according to the Designation Renewal system process, our Head Start and Early Head Start grant is subject to open competition for the next 5-year grant period. This is where interested agencies are given the opportunity to compete to provide Head Start and/or Early Head Start in our current service area. She explained that this is a golden opportunity for us to share our impressive accomplishments in providing services to children and families as well as the chance to make any changes to our services so that we best serve community needs.

Tricia asked members for any innovative ideas they may have to include in the grant. The following ideas were shared:

- Offer tuition-based programming
- Childcare subsidies
- 5 days per week preschool
- Early Head Start programs partnering with ISD's or colleges
- Wrap around childcare

Tricia thanked members for their input and stated that she will share these ideas with Leadership when they meet on September 9th to discuss a plan for the grant application. Tricia also told members that we need everyone possible present at our next meeting which will be held September 27th to approve submission of the grant. The grant application deadline is November 4, 2019.

Candidate for New NEMCSA Director of Finance

As mentioned under the NEMCSA Board Report, the current Chief Financial Officer (CFO) will be retiring on September 20th, 2019. Lisa Bolen provided an overview of the hiring process to members as well as an explanation and rationale for the chosen candidate. Lisa asked members if they had any questions. There were no questions or concerns. Approval of the candidate for the new NEMCSA Director of Finance appears below under action items.

Parent Portal Overview

Due to technical difficulties, the parent portal overview was not shared with members at this time but a link to the YouTube webinar has been posted for members to view.

Policy Council Representation and Parent Activity Fund Policy/Procedure

Lori Clark, Family Services/Mental Health Content Area Specialist presented an overview of the process of the Family Café for this program year. Family Café's will begin with the Family Informational Café, offering programming information to all families.

Family Café's will occur three times a during the year for each program to present information and ideas based on the Family Strengths and Needs Assessment and the Family Assessments: Family Life Practices completed at the beginning of the program year with every family. The information shared will be of interest to the families in each program.

Parent Leadership meetings were also presented to the group. These meetings will occur three times a year per each area. The business and decisions made in each area will be the topic of discussion at the meetings.

Policy Council representation will be voted upon at the first meeting (Chairperson and Vice Chairperson) depending on the number of programs in each area (a list of program locations by region was distributed to members which reflects equal representation based on number of programs in each area for a total of 33 potential members. This is same number of representatives reflected in the current Policy Council Operating Procedures). The Chairperson and Vice Chairperson will be the leaders of the meetings with Area Managers acting as staff moderators.

Members were very receptive and agreed that this new approach may spark more interest in parents which will hopefully increase parent participation.

Lori also spoke to the group about the Parent Activity Funds. She stated that the NEMCSA Head Start/Early Head Start Program Activity funds are budgeted on a per child dollar amount based on an annual fiscal allocation (currently \$4.00 per child).

Lori then presented the Parent Activity Funds Policy/Procedure to members and explained the 3-step process to be used to request these funds:

Step 1: Staff will request approval from their direct supervisor on the proposed usage of these funds. The funds must be project-related or used to aid in the cost of a field trip.

Step 2: If the proposal of usage of funds is approved, staff will then send out a survey to all families to determine their approval of the usage or other ideas for the funds.

Step 3: Whatever suggestion is approved by families based on responses to the survey, is then completed by staff.

Lori asked members for their approval of the Parent Activity Fund Policy/Procedure. Approval appears below under Action Items.

Administrative Report – Tricia Grifka

Board and Policy Council Report

There was no Board and Policy Council Report this month. The Program Information Report (PIR) will be shared with members at next month's meeting.

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

Tricia informed members that we are about halfway through the fiscal year and it appears that both Head Start and Early Head Start's budgets are on target.

Members reviewed the Head Start and Early Head Start In-kind reports and an In-kind Summary for Head Start. At this point we appear to be on target but will need to promote the in-home activities at start-up.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures for the months of June in the amount of \$20,779.73 for Fifth Third Bank and WexCard expenditures in the amounts of \$5,011.94 (June) and \$839.75 (July). Members asked for further clarification on two (2) charges for Fifth Third Bank. Answers to questions were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of Candidate for New NEMCSA Director of Finance

Tina Schumacher made a motion to approve the candidate for new NEMCSA Director of Finance. Tara Boliek seconded. All Ayes. Motion carried.

Approval of Parent Activity Funds Policy/Procedure

Tara Boliek made a motion to approve the Parent Activity Funds Policy/Procedure. Amanda Kaley seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditure Reports

Amanda Kaley made a motion to approve credit card expenditures for the month of June in the amount of \$20,779.73 for Fifth Third Bank and WexCard expenditures for the month of June and July in the amounts of \$5,011.94 (June) and \$839.75 (July). Tara Boliek seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone was asked to participate in interviews. Jennifer and Renee Miller were both asked and participated in interviews. Tina Schumacher was asked but unable to participate. Amanda Kaley made a motion to approve New Hires. Aubrey Haskill seconded. All Ayes. Motion carried. There were no terminations.

New Business/Sharing/Bluesheets

There was no new business or Bluesheets.

Next meeting will be Friday, September 27, 2019 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 or badourp@nemcsa.org with questions. Quality Inn's telephone number is 1-989/345-3503.

Tara Boliek made a motion to adjourn. Rosemary Fields seconded.

Meeting adjourned at 1:25 pm.

Approved by: _____ Title: _____ Date: _____