



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
September 27th, 2019**



Vice Chairperson Tracy Johnson, called the meeting to order at 10:12 am.

Members Present:

Tara Boliek, Rosemary Fields, Patricia Frye, Tracy Johnson, Amanda Kaley, Jennifer Lopez-Suess (via phone), Renee Miller, Amy Murphy, Tina Schumacher

Staff Present:

Lisa Bolen, Tricia Grifka, Pam Badour

Members Excused:

Julia Gutierrez-Albrecht, Anna Kreitner

Members Absent:

Danielle Martz

Quorum Present

Amanda Kaley made a motion to approve the August meeting minutes. Tara Boliek seconded. All Ayes. Motion carried.

NEMCSA Board Report

The NEMCSA Board Meeting was held on September 6th in Grayling. Renee Miller and Jennifer Lopez-Suess were both present at meeting.

Dr. Mark Sloane, from the Children's Trauma Assessment Center at Western Michigan University presented in a video conference on his work with the School Success Program and the Children's Trauma Assessment Center.

Phillip Seybert, P.S. Equities, Inc. and Lorin Pung, Pung Rental Housing Consultants, LCC gave a presentation on the proposed senior housing development project.

Lisa Bolen reviewed the highlights of her Director's report with members. Below are a couple of the highlights she shared:

Jim Robarge, NEMCSA CFO, retired on September 17th after 40 years of service.

A newspaper article from the Alpena News regarding NEMCSA's Retired and Senior Volunteer Program was also highlighted. The program is designed to connect seniors with organizations in the community that may need their help.

The next Board meeting will be held on Friday, October 4th in Gaylord.

Delegate Policy Council

Renee Miller made a motion to receive and file Mid Michigan's August meeting minutes. Rosemary Fields seconded. All Ayes. Motion carried.

Workgroup Updates

Renee Miller stated that she was asked by the School Readiness workgroup and Early Head Start to take part in a "mock" home visit for staff that are currently doing their PAT (Parents as Teachers) training. She brought her son in and met with their "home visitor" and they did a "visit" to show staff how a visit in a home would be

done. Renee said that her son took a few minutes to warm up to them but then he was ok, and the visit went well. Both Renee and her son enjoyed this experience. 😊

Information and Discussion Items

Recruitment, Selection and Enrollment Policies/Procedures – Head Start & Early Head Start’s 2020-2021 Selection Criteria

Tricia reviewed the Head Start and Early Head Start Recruitment, Selection and Enrollment Policies/Procedures with members. She explained the process for establishing Selection Criteria for enrolling children in Head Start and Early Head Start and the point system that prioritizes the selection of families. Policy Council has membership on the ERSEA Committee (Tina Schumacher) and are charged with reviewing the criteria each year. The ERSEA workgroup discussed both Head Start and Early Head Start’s criteria for the 2020-2021 program year at their June meeting. Both criteria remained the same. Approval for both Head Start and Early Head Start items appear below under Action Items.

Head Start/Early Head Start Continuation Grant Application

At last month’s meeting members were informed that the Head Start and Early Head Start grant has been designated for competition. An overview of the grant was distributed and discussed with members. Tricia stated that a Continuation Application that reflects 12 months of operation must be submitted to Regional Office by 11/1/19. The Office of Head Start will then work with us to determine the prorated amount of the annual budget that will be made available for the 2/1/2020 - 6/30/20 budget period, which is the timeframe between the current 5-year project ending 1/31/20 and new grant period beginning 7/1/20. A second grant (the re-competition grant) will then need to be submitted by 11/12/19 for the new grant period beginning July 1st, 2020. Tricia stressed the importance of everyone being present at our next meeting for the approval of the re-competition grant. Tricia asked members for their approval to submit the Continuation Grant. Approval of the Head Start/Early Head Start Continuation Grant Application appears below under Action Items.

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 2018-2019 numbers to 2017-2018. The indicators that need to be targeted for improvement this year continues to be the dental follow-up as well as well-child exams.

Head Start/Early Head Start Quarterly Ongoing Monitoring/Self-Assessment Summary: Quarter 3

Tricia reviewed several key pieces of the Quarter 3: March, April and May 2019 Head Start/Early Head Start Ongoing Monitoring/Self-Assessment Summary with members. She stated that it is a performance standard requirement that an annual Self-Assessment is completed. The approach that we take is on-going monitoring so that we can identify and correct problems during the school year instead of a one-time review at the end of the year and trying to correct any problems at that time. Instead, at the end of the year the On-going Monitoring Reports are reviewed as a whole, continuing issues are identified as Self-Assessment items, and corrective action plans are put into place. Tricia encouraged members to read through the entire report.

Administrative Report

Program Updates/Enrollment Updates

Tricia informed members that all Head Start and Early Head Start programs are up and running but that there are still a few programs that are not fully enrolled.

Head Start/Early Head Start Budget Report

Tricia distributed and reviewed the Head Start/Early Head Start recorded expenses as of August 31, 2019. Tricia feels that we are doing well on spending as she has no concerns at this time.

Credit Card Expenditures

Members of the Budget Committee reviewed and approved July and August credit card expenditures for Fifth Third Bank in the amount of \$30,290.69 for the month of July and \$40,575.25 for the month of August and Wex fuel card expenditures in the amount of \$605.24. 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 Head Start's 2020-2021 Selection Criteria

Amy Murphy made a motion to approve the 2020-2021 Head Start Selection Criteria. Tina Schumacher seconded. All Ayes. Motion carried.

Approval Early Head Start's 2020-2021 Selection Criteria

Rosemary Fields made a motion to approve the 2020-2021 Early Head Start Selection Criteria. Amy Murphy seconded. All Ayes. Motion carried.

Approval of Head Start/Early Continuation Grant Application

Renee Miller made a motion to approve submission of the Head Start/Early Head Start Continuation Grant Application. Amanda Kaley seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Tara Boliek made a motion to approve credit card expenditures for July and August for Fifth Third Bank in the amount of \$30,290.69 for the month of July and \$40,575.25 for the month of August and Wexcard expenditures in the amount of \$605.24. Tina Schumacher seconded. All Ayes. Motion carried.

Approval of New Hire/Terminations

Tracy Johnson asked if any members were asked and participated in interviews. Renee Miller, Rosemary Fields and Tracy Johnson were asked and participated in interviews. Renee Miller made a motion to approve New Hires. Amy Murphy seconded. All Ayes. Motion carried. There were no terminations.

New Business/Bluesheets

Tracy Johnson stated that Wolverine received a donation of books from an anonymous donor that is providing each child in the program one book a week!

Tracy also mentioned the Dollar General will be offering Literacy Grants to schools, public libraries, and nonprofit organizations who help students who are below grade level or having trouble reading. The grant funding is provided to assist in implementing new or expanding literacy programs, purchasing new technology or equipment to support literacy initiatives and the purchasing of books, materials or software for literacy programs. The 2020 Youth Literacy Grant applications will be available February 27, 2020. For more information on this and other literacy grants visit <https://www.dqliteracy.org/grant-programs/>.

Next meeting will be Friday, October 25th, 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.**

Tricia reminded members the importance of having everyone present at our October 25th meeting!

Rosemary Fields made a motion to adjourn. Amanda Kaley seconded. All Ayes. Motion carried.

Meeting adjourned at 12:15.

Approved by: _____ Title: _____ Date: _____