



**Head Start/Early Head Start Policy Council  
Forwards Quality Inn – West Branch  
August 24<sup>th</sup>, 2018**



Chairperson Jennifer Lopez called the meeting to order at 10:09 am.

**Members Present:**

Joseph Berwanger, Rosemary Fields, Tamara Hart, Aubrey Haskill, Jennifer Lopez, Danielle Martz, Amy Murphy, Tina Schumacher, John Smock, Tammy Vajcner

**Staff Present:**

FSC's: Ashley Rhode and Renee Styes; EHS Area Manager Michelle Koin; Communications/Outreach Coordinator Frances Whitney; Lisa Bolen; Pam Badour

**Members Excused:**

Natalie Clarke, Alvin "Chip" Clarke, Jesyka Creamer, Melissa Holt

**Members Absent:**

None

**Quorum Present**

**Introductions**

John Smock made a motion to approve June's meeting minutes. Joseph Berwanger seconded. All Ayes. Motion carried.

**NEMCSA Board Report – Jennifer Lopez**

The Board meeting was held on Friday, August 3rd in Rogers City. A PowerPoint presentation was given by Jill Sutton, Executive Director and William Reder, Board Chairperson from Mid-Michigan Community Action Agency on their housing development projects.

The next Board meeting will be September 7<sup>th</sup> in Luzerne.

**Delegate Policy Council**

Mid-Michigan's June and July meeting minutes were distributed to members. Joseph Berwanger made a motion to receive and file Mid Michigan's minutes. John Smock seconded. All Ayes. Motion carried.

**Workgroup Updates**

Pam Badour stated that the Marketing workgroup met recently and reviewed the revised Head Start/GSRP recruitment brochure and poster, and discussed marketing objectives and Facebook pages. The next meeting date is to be determined.

Tamara Hart mentioned that she is part of the ERSEA workgroup which held a remote "Go to Meeting" that she was unable to attend. She did receive the materials that were e-mailed to her.

**Information and Discussion Items:**

**Transportation Waiver Request Update**

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

### **Revised Early Head Start Gas Card Request Policy and Procedure**

Michelle Koin, EHS Area Manager, reviewed the revised EHS Gas Card Request Policy and Procedure with members. She explained that each parent who has arrived within 15 minutes of group start time is offered a gas card upon dismissal of group to encourage attendance by offsetting travel costs. This expenditure is approved through the Continuation grant. In the past EHS has offered \$15.00 and \$10.00 gas cards to parents depending upon the distance travelled. Michelle stated that when the gas cards and procedure were being discussed and developed, gas prices per gallon were very high. For example, if a round trip was 50 miles, and the vehicle gets 17 miles to a gallon, that would utilize about 3 gallons of gas. A \$10 card would more than cover the gas costs. There will be variables that may affect this, but it was discussed and decided to offer only \$10.00 cards which should meet everyone's needs. Michelle asked members for their approval of the Revised Early Head Start Gas Card Request Policy and Procedure. Approval appears below under Action Items.

### **Head Start Medical/Dental Payment Policy and Procedure**

Pam reviewed the Head Start Medical/Dental Payment Request Policy and Procedure with members. She stated that NEMCSA is able to use program funds to pay for professional medical and dental services when a child needs treatment while enrolled if no other funding source is available. The procedure outlines the step-by-step approval process, monitoring, follow-up with providers and documentation necessary to ensure that payments are made in a timely manner. Pam asked members for their approval of the Head Start Medical/Dental Payment Policy and Procedure. Approval appears below under Action Items.

### **NEMCSA 2017 Annual Report**

Copies of the 2017 NEMCSA Annual Report were distributed and reviewed with members. Pam encouraged members to read through the entire report.

### **Administrative Report – Pam Badour**

### **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**

Pam informed members that we are about half way 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 (June and July) – Budget Committee**

Members of the Budget Committee reviewed and approved credit card expenditures for the months of June and July in the amounts of \$19,719.89 (June) and \$14,984.12 (July) for Fifth Third Bank and WexCard expenditures in the amounts of \$6,011.68 (June) and \$725.73 (July). Members asked for further clarification on four (4) charges for Fifth Third Bank. Answers to questions were obtained. Approval of expenditures appears below under Action Items.

### **Action Items**

#### **Approval of Revised Early Head Start Gas Card Policy and Procedure**

Joseph Berwanger made a motion to approve the revised Early Head Start Gas Card Policy and Procedure. John Smock seconded. All Ayes. Motion carried.

#### **Approval of Head Start Medical/Dental Policy and Procedure**

Tamara Hart made a motion to approve the Head Start Medical/Dental Policy and Procedure. Aubrey Haskill seconded. All Ayes. Motion carried.

### **Approval of Credit Card Expenditure Reports**

Joseph Berwanger made a motion to approve credit card expenditures for the month of June and July in the amounts of \$19,719.89 (June) and \$14,984.12 (July) for Fifth Third Bank and WexCard expenditures for the month of June and July in the amounts of \$6,011.68 (June) and \$725.73 (July). John Smock seconded. All Ayes. Motion carried.

### **Approval of New Hires/Terminations**

Jennifer Lopez asked if anyone was asked to participate in interviews. John Smock, Rosemary Fields and Joseph Berwanger were all asked and participated in interviews. Jennifer Lopez was asked but unable to participate. Joseph Berwanger made a motion to approve New Hires/Terminations. Danielle Martz seconded. All Ayes. Motion carried.

### **New Business/Sharing/Bluesheets**

Tamara Hart stated that she had attended the Project Connect event that was held recently in Tawas. The event is a day of service for those in need of connecting with health and human services provided by local non-profit agencies and other businesses. It included free services such as haircuts, vision and dentals and other social services. Guests also received a food box and personal care items.

### **Tactics to Reach Your Target Audience - Frances Whitney, NEMCSA Outreach & Communication Coordinator**

Fran facilitated an exercise where members were asked to come up with appropriate channels to market Early Childhood programs depending on who the intended audience was. For example, a young mother might receive program information via snapchat, Facebook, and website, while a transient, older person might view program information in flyers that are posted in public places and by attending community events. Members then viewed a short video clip about the importance of storytelling in terms of getting the message out regarding agency programs. Policy Council members were then asked to share their stories with Fran at the next Policy Council meeting to be used in future marketing and outreach communications.

Lisa Bolen distributed the Director's report and read the highlights to members.

**Next meeting will be Friday, September 28, 2018** 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](mailto:badourp@nemcsa.org) with questions. Quality Inn's telephone number is 1-989/345-3503.

Joseph Berwanger made a motion to adjourn. Aubrey Haskill seconded.

Meeting adjourned at 12:30 pm.

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_