



**Head Start/Early Head Start Policy Council  
Quality Inn, West Branch  
January 24, 2020**



Policy Council Chairperson Tracy Johnson called the meeting to order at 10:08 a.m.

**Members Present:**

John Acker, Rosemary Fields, Jessica Good, Cassandra (Cassy) Harp, Tracy Johnson, Jennifer Karas, Renee Miller, Felicia Navarro, Elizabeth (Liz) Quesenberry, Ryan Roznowski, Tina Schumacher

**Staff Present:**

Kimberlee (Kimmi) Hincka, NEMCSA Director of Finance; Jodie Baker, ECS Business Finance Coordinator; Lisa Bolen; Tricia Grifka; Pam Badour

**Members Excused:**

Cynthia Frazer, Danielle Steinbauer

**Members Absent:**

Alexandra Berg, Katie DeLyon, Jamie Gray, Sabrina Griffus, Leighanna (Leigh) Grothaus, Kaitlyn Sell, Christa Sheldon, Kandy Stahl

**Drop Non-Participating Members from Roster**

Cassandra (Cassey) Harp made a motion to approve removing Policy Council members Alexandra Berg, Jamie Gray, Kaitlyn Sell and Christa Sheldon from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Elizabeth (Liz) Quesenberry seconded. All Ayes. Motion carried.

**Introductions**

**Quorum Present**

Rosemary Fields made a motion to approve December's meeting minutes. Renee Miller seconded. All Ayes. Motion Carried.

**Committee Reports**

**NEMCSA Board Report**

No meeting. No report.

The next board meeting will be February 7<sup>th</sup> in Grayling.

**Delegate Policy Committee - Mid Michigan Community Action Agency (MMCAA)**

Minutes from December's meeting were distributed. Renee Miller made a motion to accept and file Mid Michigan's minutes. John Acker seconded. All Ayes. Motion carried.

**Workgroup Updates**

There were no workgroup updates.

**Information and Discussion Items**

**Policy Council Training Opportunity – Michigan Head Start Association (MHSA) Annual Conference**

Tricia stated that we will be able to send four (4) Policy Council members to the MHSA Annual Conference that will be held March 5<sup>th</sup> & 6<sup>th</sup> in Ann Arbor. Workshop descriptions were distributed to members. She asked if any members may be interested in attending the conference. There were nine members interested. Names

were selected by random draw. The members that will attend this year's annual conference are: John Acker, Felicia Navarro, Renee Miller and Tracy Johnson.

### **Policy Council Meeting Packets ~vs~ Policy Council Portal**

Members were asked if they would rather view their monthly meeting packet on the Policy Council Portal or continue to receive paper copies. The majority of the group still preferred receiving paper copies.

### **Administrative Report – Tricia Grifka**

#### **Monthly Program Progress Report**

The monthly report was distributed and reviewed with members. Tricia stated that both Head Start and Early Head Start are fully enrolled and maintain small waiting lists.

Plans are in place for a program-wide In-Service training to be held February 13<sup>th</sup> & 14<sup>th</sup>. This is a time when quality speakers and trainers are brought in to provide timely and targeted professional development for full-time staff.

#### **CACFP (Child and Adult Care Food Program) and Civil Rights Training – Jodie Baker, ECS Business Finance Coordinator**

Jodie provided an overview of the CACFP (Child and Adult Care Food Program), the budget, regulations for compliance and reimbursement process. She also provided members with the annual Civil Rights Training.

#### **Head Start/Early Head Start Budget/In-kind Reports**

The Head Start/Early Head Start budget report was distributed to members. Kimberlee (Kimmi) Hincka, Director of Finance, reviewed the financial report with members and provided information as to what is included in each budget category such as Equipment, Supplies and Other. Several questions were answered by Kimmi.

In-kind reports for Head Start and Early Head Start as well as an In-kind Summary for Head Start were distributed and reviewed with members.

#### **ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance Training)**

A video was provided to members that explains how ERSEA governs the way that programs select and enroll children into their program and is one of the most important tasks to be performed in successful Head Start programs.

#### **Credit Card Expenditure Review**

Members of the Budget Committee reviewed and approved Head Start and Early Head Start credit card expenditures for the month of November in the amount of \$48,058.44 for Fifth Third Bank and Wex Card expenditures in the amount of \$4,717.34. There were several questions. Answers were obtained. Approval of expenditures appears below under Action Items.

### **Action Items**

#### **Approval of Credit Card Expenditures**

Renee Miller motion to approve credit card expenditures for the month of November in the amount of \$48,058.44 for Fifth Third Bank and Wex Card expenditures in the amount of \$4,717.34. John Acker seconded. All Ayes. Motion carried.

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

Tracy Johnson asked if anyone was asked and participated in any interviews. John Acker was asked and participated in an interview. Renee Miller was asked but unable to participate due to knowing one of the candidates. John Acker made a motion to approve New Hires. Felicia Navarro seconded. All Ayes. Motion carried. There were no terminations.

**New Business/Sharing/Bluesheets**

Tracy Johnson read a Bluesheet from Sunset 3.

**Question:** “How can Sunset cut down on how much paper is used? Consider online app use?”

**Response:** Tricia stated that Lisa Bolen, NEMCSA CEO, recently asked staff members to reduce paper usage agency wide and always remember to “Think before you print”. Tricia explained that there are some forms that parents sign that do need an actual signature on them, but we are looking into at more ways to cut down on paper usage.

**Next meeting will be Friday, February 21<sup>st</sup>** at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch (Exit 212). The meeting will begin at 10:00 am and end approximately 2:00 pm. **In the event of inclement weather during the winter months it is very important that you call before leaving your house to make sure the meeting has not been cancelled.** You may contact Pam Badour at 989-358-4801 or [badourp@nemcsa.org](mailto:badourp@nemcsa.org) with questions. **Quality Inn’s telephone number is 1-989/345-3503.**

Renee Miller made a motion to adjourn. Rosemary Fields seconded. All Ayes. Motion carried.

Business meeting adjourned at 12:11 pm.

**Approved by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_