



Head Start/Early Head Start Policy Council “Virtual” Zoom Meeting January 22, 2021



Policy Council Chairperson Tracy Johnson called the meeting to order at 10:07 a.m.

As mentioned in November’s meeting minutes, Cynthia Frazer was removed from the roster for non-participation. As noted in our Policy Council Operating Procedures (Council will reinstate any dropped member that may wish to continue). Cynthia contacted Pam Badour and asked to be reinstated.

Members Present:

Cynthia Frazer, Tracy Johnson, Angila Mosley, Kayla Pike, Kelsey Verbeek, Jessica Volmering, Tina Schumacher, Amanda Weaver, Amy White, Deon Wickman

Staff Present:

Lisa Bolen, NEMCSA Executive Director; Karen Godi, NEMCSA Director of Corporate Operations & Community Development; Tricia Grifka; Pam Badour

Members Excused:

Jessica Mulrath, Ryan Rozewski

Members Absent:

Sarah Achorn, Daisi Keegan

Introductions

Quorum Present

Amanda Weaver made a motion to approve November’s meeting minutes. Kelsey Verbeek seconded. All Ayes. Motion Carried.

Committee Reports

NEMCSA Board Report

No meeting. No report.

The next board meeting will be Friday, February 5th.

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

Minutes from November and December’s meetings were reviewed by members. Jessica Volmering made a motion to accept and file Mid Michigan’s minutes. Amanda Weaver seconded. All Ayes. Motion carried.

Committee Volunteers

At this time members were asked if they would like to be a part of the following committees:

ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Workgroup

Tina Schumacher and Cynthia Frazer were both interested in being part of the ERSEA workgroup.

School Readiness

Deon Wickman was interested in being a part of the School Readiness workgroup.

Conscious Discipline

Jessica Volmering was interested in being part of the Conscious Discipline workgroup.

“a community action agency”

Parent, Family, Community Engagement (PFCE) Workgroup

Jessica Volmering and Amy White were interested in being a part of the PFCE workgroup.

Marketing Workgroup

Deon Wickman was interested in being a part of the Marketing workgroup.

Natural Playgrounds Workgroup

Angila Mosley was interested in being a part of the Natural Playgrounds workgroup.

Transition Workgroup

Angila Mosley was interested in being part of the Transition Workgroup.

Information and Discussion Items

Shared Governance, Procedures for Planning and Impasse Policy

The policies/procedures were posted in the Policy Council Portal for members to review prior to this meeting. Tricia provided members with an overview of Shared Governance, Procedures for Planning and Impasse Policy. She explained how Head Start is unique in the structure of shared governance where staff, parents, and the Board of Directors share decision making roles. The policies/procedures include three general areas: Program Planning, General Procedures and Human Resources and how each formal group (Governing Board, Policy Council and Head Start Staff) have a different type of responsibility. Tricia asked members if there were any questions or items that should be brought up for discussion with the group. There were no questions. Approval of the Shared Governance, Procedures for Planning and Impasse Policy appears below under Action Items.

NEMCSA Employee Handbook/Personnel Policies

The NEMCSA Employee Handbook/Personnel Policies were posted in the Policy Council Portal. Members were asked to review the Basic Employment Standards and Workplace Conduct prior to this meeting. Tricia explained the purpose of each and reviewed the two key pieces noted above. Approval of the NEMCSA Employee Handbook/Personnel Policies appears below under Action Items. (Full copies of the Employee Handbook/Personnel Policies are available for members to review).

Head Start/Early Head Start 2019-2020 Self-Assessment - Summary of Findings and Ongoing Improvement Plan

Tricia explained to members that Head Start requires an annual Self-Assessment. She stated that the approach we take is on-going monitoring so we can identify and correct problems during the year instead of only conducting a one-time review at the end of the year. Items that are ongoing issues or pervasive throughout the service area rise to the level of Self-Assessment and correction action plans are created for them. The highlights of the 2019-2020 Self Assessment – Summary of Findings & Ongoing Improvement Plan were reviewed with members. Tricia encouraged members to read through the full report which is posted on the Policy Council Portal.

Administrative Report – Tricia Grifka

Monthly Program Progress Report

Tricia reviewed The Monthly Progress Report with members. The report contains information regarding enrollment, attendance, medical/dental and meals served. This information is to be shared with Policy Council and NEMCSA Board members on a monthly basis.

Enrollment is approximately 75% due to the pandemic. As COVID exposures climbed in our service area, most classrooms moved to virtual services as mandated by local Health Departments and/or closure of school buildings. Staff continue to address enrolled families' needs, which often include food, housing, and other basic needs.

Head Start/Early Head Start Financial Report

A Head Start/Early Head Start Budget Report (Seven Month Award for the period of July 1, 2020 through January 31, 2021) was reviewed with members. Tricia stated this award is anticipated to be under spent due to the pandemic shutdown. We were able to shift some mileage funds to Supplies to purchase more learning materials for virtual services. Tricia will be contacting Regional Office to see if any of the leftover money may be carried over.

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

The ERSEA training was tabled to next month's meeting.

Credit Card Expenditure Review (Fifth Third October 2020 & WexCard – Close Date 11-6-20)

Prior to December's meeting members of the Budget Committee reviewed and approved Head Start and Early Head Start credit card expenditures for October in the amount of \$46,820.44 for Fifth Third Bank and Wex Card expenditures in the amount of \$1,223.50. Members of the committee asked for further clarification on one (1) charge for Fifth Third Bank. Answer to question was obtained. There was no December meeting held due to very low attendance. Approval of expenditures appears below under Action Items.

Credit Card Expenditure Review (Fifth Third November 2020 & WexCard – Close Date 12-6-20)

Members of the Budget Committee reviewed and approved Head Start and Early Head Start credit card expenditures for November in the amount of \$40,197.31 for Fifth Third Bank and Wex Card expenditures in the amount of \$697.00. Members of the committee had no questions. Approval of expenditures appears below under Action Items.

CACFP (Child and Adult Care Food Program) and Civil Rights Training

Members were given an overview of the CACFP (Child and Adult Care Food Program) which included a video, regulations for compliance and reimbursement process as well as the annual Civil Rights Training.

Action Items

Approval of Shared Governance, Procedures for Planning and Impasse Policy

Amanda Weaver made a motion to approve the Shared Governance, Procedures for Planning and Impasse Policy. Deon Wickman seconded. All Ayes. Motion carried.

Approval of NEMCSA Employee Handbook/Personnel Policies

Kelsey Verbeek made a motion to approve the NEMCSA Employee Handbook/Personnel Policies. Cynthia Frazer seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures (Fifth Third October 2020 & WexCard – Close Date 11-6-20)

Cynthia Frazer made a motion to approve credit card expenditures for the month of October in the amount of \$46,820.44 for Fifth Third Bank and Wex Card expenditures in the amount of \$1,223.50. Amanda Weaver seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures (Fifth Third November 2020 & WexCard – Close Date 12-6-20)

Amanda Weaver made a motion to approve credit card expenditures for the month of November in the amount of \$40,197.31 for Fifth Third Bank and Wex Card expenditures in the amount of \$697.00. Jessica Volmering seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations (November 12, 2020 through December 12, 2020)

Kelsey Verbeek made a motion to approve New Hires for the period of 11-12-20 through 12-12-20. Angila Mosley seconded. All Ayes. Motion carried. There were no terminations.

Approval of New Hires/Terminations (December 13, 2020 through January 9, 2021)

Cynthia Frazer made a motion to approve New Hires/Terminations for the period of 12-13-20 through 1-9-21. Jessica Volmering seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

Tracy Johnson stated that Wolverine Head Start received a \$500.00 donation from a local credit union to purchase coats, boots, hats, etc.

Amy White shared information from the Habitat for Humanity of Lapeer, Tuscola and Huron counties regarding a 2021 Home Repair Grant Program beginning January 25th. Amy will send Pam Badour the information which will be e-mailed to members.

Jessica Volmering stated that she would like to see holidays celebrated in classrooms. Tricia responded that we encourage holiday celebrations at home and that we do not want to infringe on any family beliefs and/or traditions and respect each individual child and family's beliefs.

The following is NEMCSA Head Start/Early Head Start's Holiday Philosophy/Guidelines for Program Activities that is located on page 7 of the Early Childhood Services Family Handbook. The handbook is given to every family and reviewed with them at the beginning of the program year:

NEMCSA Head Start/Early Head Start's Holiday Philosophy/Guidelines for Program Activities

Families in our programs have many different religions, cultures and beliefs. We believe that holiday traditions are family events which are celebrated differently from home to home.

NEMCSA Early Childhood Services believes the classroom should function as a calming counterpoint to the stress on children and families promoted through commercialization and media pressure to buy gifts, foods, and costumes during the holiday seasons. Therefore, our programs will not celebrate religious, cultural or commercial holidays. We will not design events that exclude any child or family or discriminate against any family's beliefs, values, or customs. We encourage and support families in celebrating their own holiday and other traditions at home with their children.

Next meeting will be Friday, February 26th via Zoom. The meeting will begin at 10:00 am and end approximately 12:00 pm. You may contact Pam Badour at badourp@nemcsa.org with questions.

Kelsey Verbeek made a motion to adjourn. Amanda Weaver seconded. All Ayes. Motion carried.

Business meeting adjourned at 11:40 a.m.

Approved by: _____ **Title:** _____

Date: _____