



**Head Start/Early Head Start Policy Council
Virtual “Zoom” Meeting
October 23, 2020**



Chairperson Tracy Johnson called the meeting to order at 10:02 am.

Members Present:

Cassandra (Cassey) Harp, Tracy Johnson, Ryan Rozewski, Tina Schumacher, Danielle Steinbauer

Staff Present:

Area Manager Bev Sleda; Lisa Bolen; Tricia Grifka; Pam Badour

Members Excused:

Renee Miller

Members Absent:

John Acker, Cynthia Frazer, Leighanna Grothaus

Quorum Present

Ryan Rozewski made a motion to approve the September meeting minutes. Tracy Johnson seconded. All Ayes. Motion carried.

NEMCSA Board Report – Lisa Bolen

Lisa Bolen reviewed highlights from the Director’s report that was distributed to members prior to the meeting. The Director’s report is posted on the Policy Council Portal <https://ecs.nemcsa.org/>.

At the Board meeting Dorothy Pintar, NEMCSA Program Director, provided a School Success Program update and announced that they have received state funding for the FY 2020/2021 school year. She also reported on a new pilot program for juveniles that will take place in Alpena County. The PIVOT program is designed to support transition from a secure facility back to the community providing at-risk youths and families needed support and services, including education and employment.

Tricia Grifka met with the Program Planning and Evaluation Committee and Early Childhood Services Ad Hoc Committee via TEAMS prior to the Board meeting to review, discuss and recommend approval of the Head Start/Early Head Start Continuation Grant Application and the Head Start and Early Head Start 2021-2022 Selection Criteria. Approval was given for both items.

Delegate Policy Committee

Mid Michigan’s October meeting minutes were distributed and reviewed by members. Ryan Rozewski made a motion to receive and file Mid Michigan’s minutes. Danielle Steinbauer seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup updates.

Information and Discussion Items

2019-2020 Head Start/Early Head Start Self-Assessment/Ongoing Improvement Plan

Tricia explained to members that Head Start requires an annual Self-Assessment. The approach we take is ongoing 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 corrective action plans are created for them. The

2019-2020 Self-Assessment/Ongoing Improvement Plan was available and reviewed with members. Tricia encouraged members to read through the entire report and bring any questions they may have to our next meeting.

Facilities (Cheboygan, Omer, Alpena)

Cheboygan - Lisa and Tricia provided an update on the Cheboygan School building purchase that was discussed at the August board meeting. The details are being worked out and staff are moving forward with completion of the application for funding from the Office of Head Start.

Omer – In June, members of the Board reviewed an inspection report conducted on the NEMCSA owned Head Start building in Omer. The report stated that the building needs some repair. Although the building is safe for use it does have some structural issues underneath the building. At this point they are weighing the costs of repair vs. replacement of the building.

Alpena - The Housing Committee met with Lisa Bolen and Karen Godi June 4th via a TEAMS meeting. The committee reviewed a completed inspection report for the St. John's church in which NEMCSA was possibly going to purchase. Since then and after multiple discussions NEMCSA has decided to withdraw from negotiations.

Enrollment/Program Updates

Tricia stated that we are we are approximately 70% enrolled right now. We will continue to recruit and enroll children throughout the year. The Office of Head Start has temporarily suspended the under-enrollment provisions.

She also stated that we continue to offer in-person (Face to Face) and virtual preschool options based on the parent's preference. Some virtual students have moved into classroom and have acclimated seamlessly due to materials being sent to the homes and the use of the on-line platform SeeSaw. Several classrooms also have moved to fully virtual at this time.

November Policy Council Meeting Information

Members were given information and a tentative schedule for the November 20th New Member Training that will be held virtually via ZOOM. We will hold a short virtual planning meeting on November 9th to discuss ways to welcome new members and who/how we will present various segments of the training.

Head Start and Early Head Start Financial Reports

Head Start/Early Head Start Budget Reports (Five Month Award for the period of February 1, 2020 through June 30th, 2020) and (Seven Month Award for the period of July 1, 2020 through January 31, 2021) were reviewed with members. Tricia stated the Five Month Award was underspent due to the pandemic shutdown but we shifted mileage funds to Supplies to purchase some classroom items and learning materials for virtual services. We are currently in the Seven Month Award budget period which ends January 31, 2021.

Credit Card Expenditure Reports

Pam Badour contacted Budget Committee members prior to the meeting and asked them to review the Head Start/Early Head Start credit card expenditures that were posted on the Policy Council portal for the month of August for Fifth Third Bank the amount of \$125,854.22 and Wex Fuel Card purchases for the month of September in the amount of \$342.87. Committee members had no questions and approved expenditures. Approval of credit card expenditures appears below under Action Items.

Action Items

Approval of Credit Card Expenditure Reports for Head Start/Early Head Start

Tina Schumacher made a motion to approve Head Start/Early Head Start credit card expenditures for Fifth Third Bank in the amount of \$125,854.22 and Wex Card expenditures in the amount of \$342.87. Tracy Johnson seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Danielle Steinbauer made a motion to approve New Hires. Tina Schumacher seconded. All Ayes. Motion carried. There were no terminations.

New Business/Sharing/Bluesheets

Danielle Steinbauer stated that she is going to take a year off from Policy Council and hopes to be back with the group next year! 😊

Next meeting/New Member Training will be held on Friday, November 20th virtually via ZOOM. The meeting will begin at 10:00 and end at approximately 1:00. An information packet will be e-mailed/posted in the Policy Council Portal for members prior to the meeting. You may contact Pam Badour at badourp@nemcsa.org with questions.

Ryan Rozewski made a motion to adjourn. Danielle Steinbauer seconded. All Ayes. Motion carried.

Meeting adjourned at 10:57.

Approved by: _____ **Title:** _____ **Date:** _____