

**Head Start/Early Head Start Policy Council
Quality Inn, West Branch
December 16, 2016**

Jennifer Lopez, Chairperson, called the meeting to order at 10:14 am.

Members Present:

Peggi Armstrong, Alvin "Chip" Clarke, Natalie Clarke, Brian Fuller, Jennifer Gooch, Addie Harris, Tamara Hart, Aubrey Haskill, Melissa Holt, Jennifer Lopez, Dalene Meddaugh, Amanda Merrill, Tina Schumacher, John Smock

Staff Present:

Lisa Bolen, Tricia Grifka, Linda McGillis, Vicki Merril-Antcliff, Pam Badour

Members Excused:

Alysa Duha, Meagan Holmes, Ashley LeBrun, Danielle Martz, Linzie Schmitt, Kimberly Wellman

Members Absent:

Shane Aldridge, Morgan Cooley, Chris Derosier, Amber Hansen, Ricki Hurst, Tyler Schmitt, Chanda Winchell

Drop Non-Participating Members from Roster

Natalie Clarke made a motion to approve removing Policy Council members Shane Aldridge, Morgan Cooley, Ricki Hurst and Tyler Schmitt from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). John Smock seconded. All Ayes. Motion carried.

Quorum Present

Introductions

Recognition of Outgoing Early Childhood Services Director

John Smock presented Linda with a wall plaque from the group in recognition of her 40 years of service with Head Start. Linda thanked the group for their thoughtfulness.

John Smock made motion to approve November meeting minutes. Dalene Meddaugh seconded. All Ayes. Motion Carried.

Committee Reports

NEMCSA Board Report

Jennifer Lopez stated that the Board meeting was held Friday, December 2nd in Alpena.

Fran Whitney, Outreach and Communication Coordinator presented a live tutorial of the new NEMCSA website to the group which includes a universal application for NEMCSA services. Tricia informed members that Fran will be giving the same presentation of the new website at our January Policy Council meeting!

The next Board meeting will be held at the Doubletree River Front Hotel in Bay City on January 6th.

Delegate Policy Council

October's and November's meeting minutes were distributed. Natalie Clarke made a motion to accept and file Mid Michigan's minutes. Amanda Merrill 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) Committee

Amanda Merrill and Tina Schumacher were interested in being part of the ERSEA committee if meeting is held on January 10th, 2017. Jennifer Lopez and Tamara Hart were interested if the meeting is being held on January 12th (back-up date if bad weather).

Data Analysis Committee

Dalene Meddaugh and Brian Fuller were interested in being a part of the Data Analysis Committee. John Smock and Alvin "Chip" Clarke will serve as alternates. The committee is scheduled to meet on March 27, 2017.

Information and Discussion Items

Policy Council Operating Procedures

Members received copies of the Policy Council Operating Procedures at the November New Member Training and were asked to review them prior to this month meeting. The procedures explain the roles and responsibilities of elected officers. Linda stated that with the release of the new Head Start Performance Standards, members, if elected, may now serve on the council for a total of up to five (5) years. Also this year, we have the opportunity to add a Representative to the Michigan Head Start Association (MHSA). Members discussed the proposed amendments to the Operating Procedures. Approval of the amendments to the Policy Council Operating Procedures was obtained. It appears below under Action Items.

Complaint Procedure

Linda reviewed the Complaint Procedure with members. Approval appears below under Action Items.

Policy Council Confidentiality Statement and Code of Conduct

Members received a copy of the Policy Council Confidentiality Statement and Code of Conduct. They were asked to read, sign and turn in the form acknowledging that they understood the importance of confidentiality and the code of conduct that the group will follow.

2016-2017 NEMCSA Head Start/Early Head Start Budget Revision

Linda reviewed the Head Start/Early Head Start budget revision for fiscal year ending 1-31-17. Linda explained that the revision is a routine matter and often occurs at the end of each fiscal year. She asked members for their approval to submit the budget revision to regional office. Approval of the budget revision appears below under Action Items.

Shared Governance, Procedures for Planning and Impasse Procedure

Linda gave members an overview of Shared Governance, Procedures for Planning and Impasse Procedures with members. 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. The policies/procedures were distributed to members for them to review with further discussion to be held at next month's meeting.

NEMCSA Employee Handbook/Personnel Policies

The NEMCSA Employee Handbook/Personnel Policies was introduced to members. Members were asked to review the Basic Employment Standards (page 11) and Workplace Conduct (page 44) and encouraged them to review the entire handbook prior to next month's meeting for discussion and approval. The purpose of handbook was discussed and members' questions were answered.

Early Head Start Parent Transition Survey Results

The Early Head Start Transition Survey Results were distributed to members. The survey is given to parents and staff on a yearly basis to determine the success of the transition process. Staff look at the results/comments to determine what is working well and what needs to be improved. Tricia reviewed the results of the survey with members and stated that EHS to HS transition appears to remain an area of confusion and/or miscommunication in some counties based on survey results from staff. This will continue to be an area of focus in the 5 year grant goals with specific activities to improve the process, staff communication and monitoring.

Administrative Report – Linda McGillis

Monthly Program Progress Report

Linda reviewed the Board and Policy Council Report with members. For the month of November, the Head Start Average Daily Attendance percentage was below average due to illness and the EPSDT (lead draws) continue to be a concern.

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

A Head Start/Early Head Start budget report was distributed and discussed with members. Linda feels the Head Start budget will be somewhat tight but feels that we are on target to be spent out. Early Head Start is slightly underspent and may have a little money left.

In-kind reports for Head Start and Early Head Start, as well as a 2016-2017 Head Start In-kind Target Report were distributed and discussed with members. It appears that Head Start's numbers for August are about the same as last year. Early Head Start is in great shape!

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures in the amount of \$42,110.80 for Fifth Third Bank. There were several questions. Answers were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of Amendments to the Policy Council Operating Procedures

Alvin "Chip" Clarke made a motion to amend the Policy Council Operating Procedures to reflect that members, if elected, may serve on the council for a total of up to five (5) years and the addition of a Representative to the Michigan Head Start Association (MHSA). Dalene Meddaugh seconded. All Ayes. Motion carried. Final copies of the procedures will be distributed to members at the next meeting.

Approval of Complaint Procedure

Dalene Meddaugh made a motion to approve the Complaint Procedure. Natalie Clarke seconded. All Ayes. Motion carried

Approval of Budget Revision for FY Ending 1-31-17

John Smock made a motion to approve submission of the Head Start/Early Head Start Budget Revision ending FY 1-31-17. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Dalene Meddaugh made a motion to approve credit card expenditures in the amount of \$42,110.80 for the previous month. Brian Fuller seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone was asked to participate in any interviews. Addie Harris and Natalie Clarke were both asked and participated in interviews. John Smock was asked but could not participate.

Natalie Clarke made a motion to approve New Hires. There were no terminations. Dalene Meddaugh seconded. All Ayes. Motion carried.

Input on School Readiness Progress Reports and Newsletters – Vicki Merrill-Antcliff, Director of Education and Child Services

Vicki asked members for their input/ideas regarding how they would like to receive information regarding newsletters, progress reports and upcoming events. Many great suggestions were made. Members discussed different ways as to how this information should be shared and received. Members may contact Vicki at Merrill-Antcliffv@nemcsa.org if they have any more input and/or suggestions.

Next meeting will be Friday, January 27, 2017 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 989/893-5564, Ext. 401 or badourp@nemcsa.org with questions. **Quality Inn's telephone number is 1-989/345-3503.**

Dalene Meddaugh made a motion to adjourn. Peggi Armstrong seconded. All Ayes. Motion carried.

Meeting adjourned at 2:10 pm.

Approved by: _____ **Title:** _____

Date: _____