



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
February 22nd, 2019**



Chairperson, Jennifer Lopez called the meeting to order at 10:15 am.

Members Present:

Tara Boliek, Jesyca Creamer, Rosemary Fields, Aubrey Haskill, Misty Johnson, Tracy Johnson, Jennifer Lopez-Suess, Danielle Martz, Renee Miller, Amy Murphy, Tina Schumacher

Staff Present

Kristie Spears, Head Start Area Manager, Tricia Grifka, Pam Badour

Members Excused:

Kyla Avery, Julia Gutierrez-Albrecht, Amanda Kaley, Anna Kreitner, Shiree Robidou

Members Absent:

Patricia Frye, Stevy Maples, Kayla Rifenbark, Hope Sandelius

Quorum Present

Aubrey Haskill made a motion to approve January's meeting minutes. Amy Murphy seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board Meeting was held on February 1st at the Kirkland Community College in Grayling. Jennifer Lopez-Suess and Tina Schumacher were present. The Early Childhood Committee and the Program and Evaluation Committee met prior to the regular meeting to review and recommend for approval the Head Start/Early Head Start/Great Start Readiness Program Shared Governance Procedures, the Child Care Reimbursement Policy for Head Start/Early Head Start Activities/Participation and the Head Start/Early Head Start Supplemental Funding Application.

Greg Meihn, Corporate Attorney with Foley & Mansfield, PLLP presented a PowerPoint presentation discussing necessary updates to the Employee Handbook.

The next Board meeting will be held March 1st in Gaylord.

Delegate Policy Committee

Misty Johnson stated that she shared information with members regarding the dental presentation that we had at last month's meeting and are hoping to schedule the presenter, Susan Deming, Early Childhood Oral Specialist, to present at an upcoming meeting. Minutes from January's meeting were distributed and reviewed by members. Renee Miller made a motion to receive and file Mid Michigan's minutes. Rosemary Fields seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup updates.

Information and/or Discussion Items

Community Assessment

Tricia explained to members that every five years NEMCSA conducts a full Community Needs Assessment on our entire service area which seeks input from people in the communities we serve regarding their needs and the needs of others in their area. The purpose of it is to identify the strengths and needs in each community, so we can review, support and/or create new programs and service offerings, and community partnerships based on feedback from the community and our participants. The information is also used to continue programming now in place; to develop new programming as needs indicate; to coordinate services with other human service agencies; and to advocate for funding and legislation. Members received copies of three surveys: Head Start/Early Head Start Parent Survey, Community Provider Survey and Head Start/Early Head Start Staff Survey. Tricia reviewed

the surveys with members and asked them to fill out the Head Start/Early Head Start Parent Survey and encouraged them to share the survey link with families enrolled in NEMCSA Head Start or Early Head Start. The survey link is: <http://survey.constantcontact.com/survey/a07eg3sf0azjs3j07qy/start>. The survey closes on March 12th. Results will be shared with members at a future meeting.

Selection Criteria Discussion

Tricia stated that the issue of joint custody has been a challenge not only for families but for the program as well when the child is only able to attend class “half time” because of custody issues. Our ERSEA Content Specialist along with guidance from the Office of Head Start, has proposed adding the following to our Selection Criteria:

The program will not enroll children who will miss half of the Head Start year unless it can be demonstrated that the child has such special needs that it is believed a “half time” enrollment would still be an appropriate placement. Such a proposed placement must be approved the ERSEA Content Specialist and Early Childhood Services Director. Tricia would also like to add the following: If this situation occurs after enrollment, child will not be dis-enrolled. Discuss with both parents the importance of regular and consistent attendance.

Tricia asked members for their thoughts/input. Discussion was held and a suggestion was made to take waitlists into consideration. Tricia said that this will also be taken to the ERSEA workgroup and come back to Policy Council for further discussion and approval.

Duration Update

Tricia updated members on the Duration Application that Policy Council members approved last October. She explained that the Office of Head Start (OHS) had funds available that would be awarded for the purpose of increasing the total annual hours of early education services offered to children enrolled in Head Start center-based programs. At that time Tricia proposed the conversion of up to 17 part-day double session classrooms in our current service area to 33 single sessions (16 new classrooms plus the current 17 classrooms) to increase the percentage of classrooms that operate 1,020 hours per program year. Tricia informed members that there may be the opportunity to add more classrooms to the plan. The budget and narrative were revised to reflect the additional programs and resubmitted. Once approval is received, job openings for the new positions associated with the new programs will be posted on the NEMCSA website <https://www.nemcsa.org/careers/employment-opportunities>.

Area Spring Planning Meetings

Tricia informed members that dates for the Area Spring Planning meetings have not been set yet. Members would be notified via e-mail when they are scheduled. **Note:** Since the meeting, tentative dates and locations have been set for the planning meetings. The dates and locations are as follows (times TBD):

March 25th – Area’s 1B, 1E, 1F, 2B (Tawas)

April 2nd – Area’s 2A, 3A, 3B, 3C (Farwell)

March 26th – Area’s 1D, 2C, 2D (West Branch)

April 3rd – Area’s 1A, 1C, EHS (Gaylord)

April 1st – Area’s 4A, 4B, 4C, 4D, 4E (Caro)

If any Policy Council member is interested in attending their Area’s meeting they may contact their Area Manager or Family Services/Support Coordinator for further information. A list of Regions/Areas will be provided to members.

Administrative Report

NEMCSA Board and Policy Council 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.

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

A Head Start/Early Head Start Budget Report for fiscal year February 1st, 2018 – January 31st, 2019 was distributed and reviewed with members. Tricia stated that there are several bills that come in after the end of the fiscal that are not accounted for yet but should be in the next monthly report.

October In-kind reports for Head Start and Early Head Start as well as a Head Start In-kind Summary were distributed and discussed with members.

Budget Committee

Members of the Budget Committee reviewed and approved Head Start/Early Head Start credit card expenditures for January in the amount of \$57,506.96 for Fifth Third Bank and Wex Card expenditures in the amount of \$3,457.98. There were several questions. Answers were obtained. Approval of credit card expenditures appears below under Action Items.

Action Items

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

Tracy Johnson made a motion to approve Head Start/Early Head Start credit card expenditures for Fifth Third Bank in the amount of \$57,506.96 and Wex Card expenditures in the amount of \$3,457.98 for the previous month. Rosemary Fields seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez-Suess asked if anyone was asked to participate in interviews. Aubrey Haskill and Tara Boliek were both asked and participated in interviews. Tracy Johnson was asked to participate but was unable to attend. Renee Miller made a motion to approve New Hires. Tara Boliek seconded. All Ayes. Motion carried. There were no terminations.

New Business/Sharing/Bluesheets

Tracy Johnson, Wolverine, read several Bluesheets from parents regarding the new way of recording time on In-kind sheets. Most comments were geared toward finding an easier way to record the time they spend with their child doing activities at home. Currently they have to record a starting and ending time for each activity that they do with their child. The preference among most was to record a total time in minutes rather than starting and ending times. They thought that the activities on the In-kind sheets were good but would also like a customizable blank In-kind sheet to record separate activities not specified on the sheets that are sent home. Tricia said that next month's meeting will include an In-kind presentation as well Q & A time.

Tracy also mentioned that she really enjoyed a recent parent meeting that included the whole family. It started with Your Journey Together, regular meeting and dinner. After dinner, the dads that were present made fishing games with the siblings. The Head Start children then took their special ladies down to the classroom and did their hair, finger nails, and makeup. They also made caterpillar magnets, beaded bracelets and necklaces. They had their picture taken with their special ladies and decorated a picture frame so that they could display it at home. She said that it was nice getting to know the other ladies and a great time was had by all!

Jesyka Creamer, Lapeer, asked why we do not have "school picture days". Tricia said it is regarding confidentiality, social media and costs to parents who would have to pay for individual pictures of their child. She referred members to the section of the Family Handbook that addresses confidentiality and photos in the classroom. It states: "In order to ensure the safety of all children and protect the confidentiality of families, photos taken at NEMCSA Early Childhood classrooms will be limited to those taken by program staff only. All child and family information will be treated in a confidential manner."

Jesyka also asked how parents can generate In-kind if they are unable to volunteer in the classroom. Members shared suggestions of what can be done at home and encouraged any member or parent that is unable to volunteer in the classroom to check with their teacher to see what they may be able to do at home.

Other Bluesheets that were shared contained positive comments regarding special events, staff and activities done in the classroom.

Next meeting will be Friday, March 22nd 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. **In the event of inclement weather 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 badourp@nemcsa.org or by calling 989/893-5564 Ext. 401 with questions. **Quality Inn's telephone number is 1-989/345-3503.**

Amy Murphy made a motion to adjourn. Danielle Martz seconded. All Ayes. Motion carried.

Meeting adjourned at 1:07 pm.

Approved by: _____ Title: _____ Date: _____