



**Head Start/Early Head Start Policy Council
Quality Inn, West Branch
December 21, 2018**



Jennifer Lopez, Chairperson, called the meeting to order at 10:18am.

Members Present:

Kyla Avery, Patricia Frye, Rosemary Fields, Aubrey Haskill, Amanda Kaley, Jennifer Lopez-Suess, Stevey Maples, Renee Miller, Kayla Rifenbark, Tina Schumacher.

Staff Present:

Lisa Bolen, Wendy Malkiewicz, Tricia Grifka, Pam Badour.

Members Excused:

Mikylah Gallegos, Julia Gutierrez-Albrecht, Misty Johnson, Anna Kreitner, Danielle Martz, Amy Murphy, Shiree Robidou, Hope Sandelius, Jessica Van Antwerp.

Members Absent:

Paige Archambeau, Nicole Cannon, Nathan Case, Sheena Dickinson, Brandy Kozlowski, Amanda Kraemer, Vestine Nyirabarar, Savannah Saunders, Chrissy Sharon, Mike Socia.

Drop Non-Participating Members from Roster

Rosemary Fields made a motion to approve removing Policy Council members: Paige Archambeau, Nicole Cannon, Nathan Case, Sheena Dickinson, Brandy Kozlowski, Amanda Kraemer, Vestine Nyirabarar, Savannah Saunders, Chrissy Sharon, Mike Socia from the roster for non-participation (Council will reinstate any dropped member who may wish to continue). Amanda Kaley seconded. All Ayes. Motion carried.

Per the statement above, *Council will reinstate any dropped member who may wish to continue.*

Quorum Present

Introductions

Tricia informed the group that she has invited all Regional Managers and Head Start Area Managers to attend and observe a Policy Council meeting this program year. Wendy Malkiewicz, Head Start Area Manager was present at this month's meeting.

Amanda Kaley made motion to approve November meeting minutes. Kyla Avery seconded. All Ayes. Motion Carried.

Committee Reports

NEMCSA Board Report

The Board meeting was held Friday, 7th in Alpena. Jennifer Lopez, Tina Schumacher and Aubrey Haskill were all present at the meeting.

Lisa Bolen stated that she shared the highlights of the director's report with board members. She distributed copies of that report to Policy Council.

The next Board meeting will be held at the Kirkland Conference Center in Grayling on Friday, February 1st.

Delegate Policy Council

October's and November's meeting minutes were distributed. Kyla Avery made a motion to accept and file Mid Michigan's October and November minutes. Patricia Frye 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 was interested in being part of the ERSEA workgroup. Meeting date TBD.

School Readiness/Transition Workgroup

Renee Miller was interested in being a part of the School Readiness/ Transition workgroup. Meeting is scheduled for January 8th at the Bay City Education Center Conference Room from 10:00 a.m. – 2:30 p.m.

PFCE (Parent, Family, Community Engagement) Workgroup

Stevey Maples was interested in being a part of the PFCE workgroup. Meeting is scheduled for March 19th at the Bay City Education Center Conference Room beginning at 10:00 a.m.

Natural Playgrounds Workgroup

Kyla Avery was interested in being a part of the Natural Playgrounds workgroup. Meeting is scheduled for January 9th in West Branch at the Head Start Center Conference Room from 10:00 a.m. – 1:00 p.m.

Home Base Workgroup

Kyla Avery was interested in being a part of the Natural Playgrounds workgroup. Meeting is scheduled for January 4th in Gaylord at the Otsego Christian School/Head Start Transportation Office from 10:00 a.m. – 2:00 p.m.

Health & Safety Workgroup

Kayla Rifenburg was interested in being a part of the Health & Safety workgroup. Meeting date TBD.

Marketing Workgroup

Amanda Kaley and Danielle Martz were interested in being a part of the Marketing workgroup. Meeting is scheduled for January 18th in West Branch.

Information and Discussion Items

Shared Governance, Procedures for Planning and Impasse Policy

The policies/procedures were distributed to members. Tricia gave members 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 distributed to members. Members were asked to review the Basic Employment Standards (page 11) and Workplace Conduct (page 44). The purpose of each was discussed and Tricia 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 were available for members to review).

Early Head Start Parent Transition Survey Results

The Early Head Start Transition Survey is given to parents on a yearly basis to determine the success of the transition process. Staff look at the results/comments to make sure the process is working well and continues that way. Tricia reviewed the results of the survey with members as well as plans for improvement to the transition process.

Action Taken by Executive Committee - Early Head Start Budget Revision – FY Ending 1-31-19

Tricia informed the group that due to approval being needed before the next Policy Council meeting, Pam Badour contacted members of the Policy Council Executive Committee and received verbal approval to submit the Early Head Start Budget Revision for FY ending 1-31-19 contingent upon full Policy Council approval.

Tricia stated that Ilene Fanzini, Early Head Start Director, requested to submit a budget revision to Regional Office for approval. Tricia reviewed the request with members. The request involves decreasing the Personnel line items by \$35,010. The proposed reductions include moving those funds to the Equipment Line to purchase a new program vehicle for the northern section of the service area: 2019 Chevy Traverse with third row seating and all-wheel drive for safety.

Tricia asked members for full Council approval of the Action Taken by the Executive Committee. Approval by full Council appears below under Action Items.

2017 Michigan Head Start Profile

An informational handout was distributed to members from the National Head Start Association on Head Start statistics for Michigan.

Duration Application Follow-up

At last month's meeting members asked which programs would be included in the request for the Duration Funding. A list of those programs was distributed to members.

Administrative Report – Tricia Grifka

Monthly Program Progress Report

Tricia reviewed the Board and Policy Council Report with members. She informed members that this information is required to be shared with members on a monthly basis which includes information on attendance, enrollment, health and meals.

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

A Head Start/Early Head Start budget report was distributed and discussed with members. Tricia feels that we are on target. The Fiscal Year ends January 31st, 2019.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved Head Start and Early Head Start credit card expenditures for October in the amount of \$39,229.75 and November in the amount of \$30,325.58 for Fifth Third Bank and Wex Card expenditures for October in the amount of \$5,911 and November in the amount of \$4,878.13. There were several questions. Answers were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of Shared Governance, Procedures for Planning and Impasse Policy

Aubrey Haskill made a motion to approve the Shared Governance, Procedures for Planning and Impasse Policy. Amanda Kaley seconded. All Ayes. Motion carried.

NEMCSA Employee Handbook/Personnel Policies

Renee Miller made a motion to approve the NEMCSA Employee Handbook/Personnel Policies. Amanda Kaley seconded. All Ayes. Motion carried.

Approval of Action Taken by Executive Committee for Early Head Start budget Revision for Fiscal Year Ending 1-31-19.

Kayla Rifenburg made a motion to approve action taken by the Executive Committee to submit the request for the Early Head Start Budget Revision. Amanda Kaley seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Kyla Avery motion to approve credit card expenditures for October in the amount of \$39,229.75 and November in the amount of \$30,325.58 for Fifth Third Bank and Wex Card expenditures for October in the amount of \$5,911 and November in the amount of \$4,878.13. Patricia Frye seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Renee Miller made a motion to approve New Hires. There were no terminations. Patricia Frye seconded. All Ayes. Motion carried.

Fill Your Bucket – Wendy Malkiewicz, Head Start Area Manager

Wendy Malkiewicz reviewed her professional background and spoke to the group about positive reinforcement, kind words and first impressions. She then read the book titled “Will You Fill My Bucket” to the group. A member shared some of her personal experiences of “bucket filling”. A copy of the book that Wendy read to the group was given to each member that was present. Books were donated by the Michigan Head Start Association.

What is Parent Engagement?

Tricia explained what parent engagement is and how building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children benefits all communities.

Training: Civil Rights Training – CACFP – Tricia Grifka

Tricia reviewed the civil right protection laws, types of discrimination and the procedures we have in place to adhere to these regulations with members. Members watched two short training videos regarding civil rights. A handout “What will my child eat?” was distributed to member.

New Business/Sharing/Bluesheets

Kayla Rifnbark, Lapeer, shared that she and her family recently attended the Polar Express event held in Lapeer and said that it was awesome!

Jennifer Lopez-Suess stated that she recently attended the PAM (Parenting Awareness Month) conference recently in Lansing. Her and several other attendees are putting together a PowerPoint presentation that she will share with members at next month’s meeting.

Jennifer as well as one of our classrooms were recently nominated and received an award from the Great Start Collaborative for being a “Children’s Champion”!

Next meeting will be Friday, January 25, 2019 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 the hotel before leaving your house to make sure the meeting has not been cancelled. Also, Pam and/or Tricia will make every attempt to contact members prior to a cancellation.** 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.**

Patricia Frye made a motion to adjourn. Rosemary Fields seconded. All Ayes. Motion carried.

Meeting adjourned at 1:32 p.m.

Approved by: _____

Title: _____

Date: _____