



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
April 25, 2019**



Chairperson, Jennifer Lopez-Suess called the meeting to order at 10:06 am.

Members Present:

Jesyka Creamer, Rosemary Fields, Patricia Frye, Julia Gutierrez-Albrecht, Aubrey Haskill, Misty Johnson, Tracy Johnson, Amanda Kaley, Jennifer Lopez-Suess, Renee Miller, Amy Murphy, Tina Schumacher

Staff Present:

Area Managers: Lisa Bellor, Rhonda Robson, Brenda Wakefield; Alex Wisniewski, NEMCSA Human Resources Recruiting/Onboarding Specialist; Tricia Grifka, Pam Badour

Members Excused:

Tara Boliek, Anna Kreitner, Danielle Martz, Shiree Robidou, Hope Sandelius

Members Absent:

Stevy Maples

Quorum Present

Introductions

Renee Miller made a motion to approve March meeting minutes. Rosemary Fields seconded. All Ayes. Motion carried.

Training: Employee Selection, Asking the Right Questions – Alex Wisniewski, NEMCSA Human Resources Recruiting/Onboarding Specialist

Alex provided a training to members on interview preparation, the areas that are covered during an interview, what questions may and may not be asked during the interview process as well as what to expect after an interview is over. This is important information for members, as they are often asked to participate in interviews for hiring new staff.

NEMCSA Board Report

The NEMCSA Board meeting was held April 5th. Aubrey Haskill and Jennifer Lopez-Suess were present at the meeting.

The Early Childhood Committee met prior to the regular meeting to review and recommend for approval the amendment to the Head Start/Early Head Start Policy Council Operating Procedures to include a Conflict of Interest Statement.

Kristina Warner, Operations/Data Quality Analyst, and Frances Whitney, Outreach and Communication Coordinator presented a segment from the Bridges out of Poverty training.

Delegate Policy Committee

Misty Johnson stated that Mid Michigan's Early Head Start program was awarded an expansion grant and will be adding 65 more slots. They discussed different branding methods that could be used to assist in filling the additional slots. They are exploring new verbiage as to avoid promoting the program as "Free." Tricia said that we are a high quality program and need to get the word out!

There were no March meeting minutes due to the meeting being cancelled because of bad weather.

Workgroup Updates

Renee Miller stated that she recently attended the Home Base workgroup meeting. The group discussed the Early Head Start curriculum and at this point have decided to continue using "Parents as Teachers".

Information and Discussion Items

Transportation Waiver Request

Information on the Transportation Waiver Request was distributed and discussed with members. The request needs to be approved and submitted on a yearly basis. Approval of the Transportation Waiver Request appears below under Action Items.

Head Start/Early Head Start Quarterly Summary of Ongoing Monitoring/Self-Assessment Results (Quarter 2: December 2018, January 2019, and February 2019)

The Head Start/Early Head Start Ongoing Monitoring/Self-Assessment Report was distributed to members to review for discussion at next month's meeting.

2017/2018 Head Start/Early Head Start Annual Report

Copies of the 2017/2018 Head Start/Early Head Start Annual Report were distributed and reviewed with members. The report is published annually and available to the public. The report contains information regarding monitoring, health, dental & disabilities, child outcomes, parent involvement, program expenses, proposed budget and enrollment numbers.

Spring Planning Meetings Update

Tricia stated that the Leadership Team met with all areas and will use the information that was gathered to develop a plan for the coming year. Renee Miller was able to attend the meeting in her area and said that she really enjoyed it and found it very informative.

Duration Update

Tricia informed members that our request for Duration funding was approved. Staff are securing new sites and posting open positions.

Program Planning

In order to guide future planning, Tricia distributed a sheet a paper with the question, "*What do you wish that you knew about your child's classroom?*" Members were asked to take the sheet home and write down any questions they may have regarding their child's classroom and bring the sheets with them to next month's meeting for discussion.

Head Start In-kind Reports/In-kind Targets

As mentioned in last month's meeting minutes, members were asked to review the Head Start In-kind Targets for the period of September 2017 thru August 2018 school year. Included in the report by Area, is total In-kind generated for program years of 2015-2016, 2016-2017 and 2017-2018.

In reviewing the reports it is clear that In-kind numbers are declining. Tricia asked members what they felt the reason/s for the decline might be. The following are several responses from members:

- In-kind takes a back seat to parent's time and daily stressors
- Parents do not have the time especially if they have more than one child
- Teachers may feel that parents might not have supplies at home for certain activities

Misty Johnson, Mid Michigan representative, said that having the actual dollar amount of what their time is worth doing the activities with their child really got her attention. She stated that on the bottom of the In-kind forms that are sent home, there is an "Office Use Only" section where staff calculate the number of minutes spent on the activity x the actual dollar amount of what their time is worth i.e. ____ minutes x \$16.62 = \$ _____. When she saw that her time was worth \$16.62 per hour, it encouraged her to continue to do the at home activities with her child!

Administrative Report – Tricia Grifka

NEMCSA Board and Policy Council Report

Tricia reviewed the Monthly Progress Report members. The report contains information on attendance, enrollment, health and meals.

Head Start and Early Head Start Budget Report

Tricia reviewed the Head Start/Early Head Start recorded expenses through March 31, 2019.

Credit Card Expenditure Review – Budget Committee

Pam Badour sent members of the Budget Committee a notice that there would be no Fifth Third credit card expenditures this month due to the payment being due on April 23rd. The statement was to be paid online via EFT and all entries would be processed by our Fiscal Department with the April 30th vendor run. The April 16th vendor run would not allow enough time for staff to gather all receipts and process them. The expenditures for this statement will be mailed to members for review prior to our May meeting.

Members of the Budget Committee reviewed and approved credit card expenditures for Wex Card expenditures for the previous month in the amount of \$5,334.40. There were no questions. Approval of expenditures appear below under Action Items.

Action Items

Approval of Transportation Waiver Request

Amanda Kaley made a motion to approve submission of the Transportation Waiver Request. Amy Murphy seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Amy Murphy made a motion to approve Wex Card expenditures for Head Start and Early Head Start in the amount of \$5,334.40 for the previous month. Patricia Frye seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if any members were asked to participate in interviews. Renee Miller and Rosemary Fields were asked and participated in interviews. Amanda Kaley made a motion to approve New Hires/Terminations. Aubrey Haskill seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

Patricia Frye and Renee Miller stated that the Whittemore program has received two parent donations of sand for their natural playground!

Due to Memorial weekend, the next meeting will be Friday, May 17th 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. 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.

Tricia reminded members to review the Head Start/Early Head Start Ongoing Monitoring/Self-Assessment Report and complete the Program Planning sheet for discussion at next month's meeting.

Amy Murphy made a motion to adjourn. Amanda Kaley seconded. All Ayes. Motion carried.

Meeting adjourned at 12:55 pm.

Policy Council Chairperson: _____

Date: _____