



Northeast Michigan Community Service Agency, Inc.
HEAD START/EARLY HEAD START POLICY COUNCIL
The DoubleTree – Bay City
April 22, 2022



Rebecca Elston called the meeting to order at 10:19 am.

Members Present:

Rebecca Elston, Jessica Astbury, Justin Gibson, Kayla Pike, Crystal Quinn

Staff Present

Tricia Grifka, Early Childhood Services Director
Autumn Evans, Executive Assistant
Lisa Bolen, Executive Director, CEO

Members Excused:

Kristy Lauwers, Brian Diring, Karen Pomeroy, Tonie Hooper

Members Absent:

Leann Reinke, Desiree Vandenberg, Nathan Weaver

Drop Non-Participating Members from Roster

Policy Council members Leann Reinke and Nathan Weaver were removed from the roster for non-participation after two or more consecutive absences in accordance with the Policy Council Operating Procedures.

Quorum present.

Approval of Meeting Minutes

Reviewed minutes from 3-25-22 Policy Council meeting. No changes or corrections were needed. Justin made motion to approve, Kayla seconded. All ayes. Motion carried.

NEMCSA Board

Lisa Bolen discussed 4-1-22 NEMCSA Board meeting. Staff incentive payment was approved, as well as a 4% COLA increase. She also discussed the School Success Program, placing liaisons in school to address common challenges facing students.

Delegate Policy Committee - Mid Michigan Community Action Agency (MMCAA)

Reviewed Delegate meeting minutes from March 17, 2022. Kayla made motion to receive and file. Jessica seconded. All Ayes. Motion carried.

Workgroup Updates

Marketing Workgroup meeting was held on April 8, 2022. Autumn discussed the project to move the ECS website to the NEMCSA website. Members provided suggestions for changes to improve user experience. Kayla to join Marketing Workgroup.

Information and/or Discussion Items

- Tricia provided Spring Planning Meetings update
- Autumn discussed new SharePoint issues with members. She will address the access issues.
- Tricia provided Cheboygan Building update
- Mileage rate increased from \$.46 to \$.50
- Members discussed Childcare reimbursement rate and determined that no change is needed

Administrative Report

Tricia reviewed the program update for the reporting period ending 3-31-22.

Tricia reviewed the HS and EHS budget report.

New Hires and Terminations Report

Rebecca read New Hires and Terminations report for 3-18-22 thru 4-17-22. Members noticed that the report no longer has location and position listed. Autumn to request that location and position columns are added back to the list.

Action Items

Approval of Credit Card Expenditures

Credit card statements reviewed by Budget Committee. Jessica made motion to approve Fifth Third statement for \$59,685.22 ending 3-31-22 and Wex Card statement for \$3,171.75, ending 4-6-22. Justin seconded. All ayes. Motion carried.

Approval of Changes to Operating Procedures

Autumn reviewed changes to the Hiring and Terminations policy Operating Procedures. Crystal made motion to approve. Kayla seconded. All ayes. Motion carried.

Approval of Transportation Waiver

Tricia reviewed the Request for Transportation Waiver. Policy members discussed their concerns about the waiver. Members to create a committee to research questions and concerns about the waiver for bus monitors on public school buses. Kayla made a motion to approve. Crystal seconded the motion. 4 ayes and 1 nay. Motion carried.

Approval of COLA and Quality Improvement Funding Increase

Tricia reviewed COLA and Quality Improvement Funding Increase. Kayla made a motion to approve, Justin seconded. All ayes. Motion carried.

New Business

Kayla inquired about the building in Sandusky.

Kayla, Jessica, and Justin expressed interest in being on the committee to explore questions and concerns about the waiver for bus monitors on public school buses.

Next meeting will be Friday, May 20, 2022, at the DoubleTree in Bay City, 10:00 am – 2:00 pm.

Meeting adjourned at 1:26 pm.

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