



Policy Council February 14, 2019

by: Jill Gines

**Present**-Crystal Abramczyk, Rachell Allen, Celia Anderson, Lauren Clark, Samantha Denning, Brandie Fairchild, BobAnn Fick, Jill Gines, Kayla Hilla, Brandy Keeney, Kari Leonard, Ashley Mattiuzzo, Mary Mellberg, Marvin Micheau, Shana North, Lynn Palcowski, Bethany Parent, Audrey Ryan, Tonya Schroka, Amber Stone, Jessica Tison, **Quorum Established**

**Absent**- Sarah Binkley, Felicia Cannedy, Courtney Craft, Heath Cromwell, Nicole Demma, Keri Lynn Doan, Tiffany Duperon, Elizabeth ElJaouhari, Lucinda Kenwabikise, Rebecca Leitelt, Laura Maier, Nicole McCormick, Kaitlyn McPherson, Shena McVay, Jamie Nelson, Elizabeth Peters, Howard Peters, Emily Putnam, Teresa Robinson, Brianna Reed, Michaela Smith-Springberg, Samantha Marie Towne, Beth Whittington, Donna Wiklanski.

Meeting was called to order by, Policy Council Chair, Tonya Schroka at 10:05 am.

Tonya welcomed everyone and reviewed the meeting minutes from the January meeting.

Tonya asked for a motion to be made to approve January's meeting minutes, motion made by Brandy to approve January's meeting minutes, support by Celia, motion carried.

Tonya asked for a motion to approve sign in sheet for roll call, motion made by Celia to approve sign-in sheet as roll call, supported by Shana, motion carried.

- ✚ Tonya shared with the group-wonderful heart filled flower- *Self-love is needed-Your Voice Matters.*

Inclusion activity-Stacey Parent, Mental Health and PFCE Manager and Family Engagement Specialist Manager.

- ✚ Policy Council members were led through a *Letters to Self-Activity*, focusing on finding the positive qualities within oneself.

Program Information Summary-Management Team

- ✚ Policy Council members were invited to ask questions regarding the provided information summary.
- ✚ Office of the Head Start monitoring results were shared and the corrective action process was discussed.
- ✚ Approval to submit for the 2019 COLA was requested. This is a 1.77% COLA to assist in increasing staff salaries and fringe benefits and offsetting higher operating costs  
Total= \$157,813    Early Head Start= \$44,588    Head Start= \$113,225
- ✚ The group was asked to consider:

1. How might this benefit children? Families?
2. How does it align with our vision statement?
3. What other thoughts or ideas should be considered.

**Tonya asked for a motion to approve the submission of the FY 2019 COLA application, motion made by Jessica Tison to approve the submission of the FY 2019 COLA application, supported by Lauren Clark, motion carried.**

Michigan Head Start Association Assembly Report – Bethany Parent, Lynn Palcowski, MHSA Delegates

- ✚ Bethany spoke about the importance of mindfulness when spending time with children and when practicing active supervision.
- ✚ Lynn spoke about the 6 types of parent involvement and how TRUST (Time, Respect, Understand, Share, and Teaming) can be used to build relationships.

Budget Report and Monthly Overview-Brandy Keeney, Policy Council Treasurer

- ✚ Brandy reported on the agency fiscal audit and gave an update on the current budget.

NMCAA Tax and IDA Program Information-Karen Emerson, Financial Management Services Manager

- ✚ Karen shared Financial Management Programs information with the group, And invited them to apply for services that they are interested in.

Adjourned for Lunch at 11:40

Reconvened at 12:35

Dive into In-Kind- Kim Aultman, Director of Operations and Chris Welton, Head Start Data Entry Clerk

- ✚ The group was led in a discussion about what in-kind is, what we can count, and ways that they, as Policy Council members, can help with in-kind.
- ✚ Recruitment posters and flyers were handed out to members for their area. HS and EHS.

Head Start Community Needs Assessment Update and Self-Assessment Process.

- ✚ The members went into 4 groups to share input on data
  1. The timeline for 2019 self-assessment was discussed, along with how the community needs assessment data fits into the process
  2. The group reviewed updated community needs assessment data and discussed how it might be applicable to early childhood programming

Raffle # 36 Kari Leonard

Tonya asked for a motion to adjourn, motion made by Crystal to adjourn, supported by Celia, motion carried.

Meeting adjourned at 2:11

**NMCAA Vision**

*“NMCAA leads in strengthening our communities by empowering people to overcome barriers, build connections and improve their quality of life.”*