



NMCAA Policy Council Meeting Minutes  
Thursday November 10, 2022  
10a.m.-12p.m.

**Present: Genevieve Rausch, Melanie Chaney, Kat Byers, Christi Jones, Kodi Jarvis, Jessica Warner, Cecelia Staats, Kelsey McCoy, Nichole Johnson, Blair Cole, Rebecca Lutz, Brittney Larive.**

**Absent: Abby Hoover, Alexandra Swainston, Amber Dunham, Amber Holmgren, Bonita Eickenroth, Brittany Dagen, Brittany Schaub, Cady Briegel, Caitlin McSweeney, Carrie Zeigler, Christine Duval, Corrine Gamache, Destiny Kasben, Elizabeth French, Ember Simar, Erica Gaylord, Jamie Paluck, Jessica Morefield, Jessica Warner, Kaci Pulaskey, Kaitlin John, Kasey Lilly, Kayla Corey, Kayla Willingham, Kia Richards, Manns, Kimb Brumbaugh, Liz Sobieski, Matt Gubancsik, Megan Biswagner, Ritta Johns, Shiana Scriber, Stephanie Clay, Tonya Weaver**

**Welcome - Kat Byers, Policy Council Chair**

- Call to Order, Roll Call (establish quorum and approve using roll call as attendance), Approval of Minutes from Previous Meeting, Review Agenda
  - Kat called the meeting to order at 10:06am
  - Kat used roll call as attendance. Christianna Jones motioned to approve, supported by Nichole Johnson, all were in favor and the motion was approved.
  - Kat asked for a motion to approve last month's meeting minutes. Blair motioned to approve the minutes, second by Christianna Jones, all were in favor and the motion was approved.

**Agency Reports- Kerry Baughman, Executive Director**

- Kerry Baughman was not present at the meeting today. Shannon talked briefly with the new parents about what Kerry does and the reports that she gives us each month.

**Grounding Activity- Stacey Parent, PFCE Manager**

- Stacey was not present today so Kim Micham led the grounding activity for the group. The grounding activity was that Kim asked for participants to share something they were grateful for, something they learned, something they accomplished and something they are delighted about.

**Introduction to Policy Council- Shannon Phelps, Early Childhood Programs Director**

- **Google Drive Exploration**
  - Shannon has created a google drive specifically for policy council and there will be new things added each month. In the folder you will see a folder for every monthly meeting. Everything you will need for the meeting will be included in that folder. If there is anything in there you have questions about you can bring those to the meeting when you attend.
  - There is also an Important information folder that includes the by laws, the meeting schedule and the travel reimbursement paperwork.
- **Policy Council background, by-laws, and job description review**
  - There are three avenues to participation.
    - Current parent/ Guardian- enrolled child's adult
    - Agency community Representative
    - Past Parent community Representative
    - Program parents shall make up at least 51% of the policy council voting

- membership.
  - No staff member or member of their immediate family may serve in a voting capacity on policy council
  - You can serve up to 5 years re-election yearly.
- **What is Policy council all about and why does it matter?**
  - Policy council has existed since head start was founded in 1965.
  - Families play an important role in the education of their child and Policy Council allows parent's a voice into program activities.
- **Head Start has a three part governance system**
  - **Management**
    - Responsible for day to day operations
  - **Policy Council**
    - Helping set program direction. There are a lot of approvals that come through the policy council. If there is an approval that goes through the policy council and doesn't go through the Board, there is a process in place for dispute resolution
  - **Board or governing body**
    - Assumes legal and fiscal responsibility
- **Base Policy Council Calendar for Major Approvals:** Shannon went over briefly what is covered in each month's meetings.
- **Voting Rights, Attendance, and ongoing membership.**
  - Voting rights: Every policy council representative present shall have one vote
  - Alternates will have one vote in the absence of the rep or when called upon to substitute
  - Chairperson- = tie breaker vote
- **Questions to consider during approval requests**
  - How might this benefit children? families?
  - How does it align with our vision statement?
  - What other thoughts or ideas should be considered?
- **Attendance, Quorum and ongoing membership**
  - RSVP prior to meetings
  - Quorum = 10 members
    - Executive committee may take action in the event an approval is needed and quorum is not met
  - Three unexcused absences may result in removal from Policy Council
  - Any member may be removed by a  $\frac{2}{3}$  vote of an official quorum
- **Vacancies**
  - Please submit resignations in writing (email is ok)
  - Attempts will be made to fill vacant positions.
- **Regular Meetings**
  - 2nd Thursday of each month
  - March and July reserved for makeup meetings
  - Schedule can be found in your binder and at nmcaa.net, under the early childhood services policy council tab
  - Hybrid and in person options are available
- **Special meetings**
  - May be called by the Chair, Program director or majority vote to executive committee

- members will receive three days notice
- **Procedures**
  - Meetings follow Roberts Rules of Order- the voting process was described
  - debate is limited to two times for two minutes for each person per issue.
- **Policy Council Job Description and Conflict of interest form**
  - **Working Agreements**
    - Confidentiality in conducting policy council business is extremely important.
    - Treat others respectfully and stay focused on the agenda goals
    - use of social media is discouraged with regard to policy council meetings or members such as the following
      - Policy Council member families or viewpoints
      - decisions made at policy council
    - Violations of working agreements will be handled privately by the executive committee
  - **Conflict of interest**
    - reviewed, signed and submitted
- **Reimbursement**
  - To enable parents to participate fully in their group responsibilities they may be reimbursed for
    - round trip mileage
    - Childcare expenses up to \$25
    - \$10 monthly connectivity expenses
- **Complete a Policy Council reimbursement form**
  - W-9 must be on file

### **Program Information Summary- Mini Management**

- **Budget, enrollment and attendance report**
  - Shannon gave out the full summary to the policy council to read through on their own time.
- **Health Services Advisory Committee- Alicia Temple, ERSEA and Health Manager**
  - One of the committees that you can be a part of is the Health Services Advisory Committee that meets twice a year. Right now they do not have any parents on this committee and would love to see more parents get involved.
  - Head start has a lot of health requirements for each child to attend and this committee is in charge of discussing health procedures and policies.

### **Parent Committee Program Level Question**

- **Wondering about Staff Feedback on Learning Genie**
  - Learning genie is the communication platform that rolled out this school year and we are all learning together through this process.
  - Management put out a survey to the staff on learning Genie and received 35 responses. Comfort level with the program was averaged at 3 or above on a 5 point scale (1= very uncomfortable, 5= very comfortable)
    - Staff liked being able to mass text out information and books to the families
    - Biggest obstacle was still learning it while trying to teach in their classrooms etc. Some were concerned about onboarding parents and how that would go.
    - What further support could be provided to get more comfortable. So far we are

implementing all of the support they needed.

- Overall most staff said they just need more time to dive into the program and learn it and be able to teach the families how to use it.

### **Recognition of Members Leaving Policy Council**

- Kodi was thanked for her service on Policy Council. Her contributions have been appreciated and she will be greatly missed.

### **Personnel**

- Kat asked for a motion to approve personnel, Nichole Johnson motioned to approve, supported by Christianna Jones, all were in favor and the motion to approve personnel was carried.
- Kat was asked to leave the room at this time. Kodi asked for a motion to approve Kat as the Kalkaska county community rep, Christianna Jones motioned to approve, supported by Nichole Johnson, all were in favor and the motion was carried.

### **Description of Policy Council Officer roles and preparation for election at December meeting**

- Shannon shared a little bit about the process of how elections work and will send out an email of the full descriptions of each position so you can be prepared for the elections next month.

**Adjournment:** Shannon adjourned the meeting at 12:12pm

### **Meeting Objectives**

1. Better understanding of NMCAA and Head Start locally and nationally
2. Policy Council introduction and basic training
3. Prepare for election of officers in December

### **Next Meeting December 8, 2022**

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

*Chair – Kathleen Byers; Vice Chair – open; Secretary – Kodi Jarvis; Treasurer – Open; Parliamentarian – Open; State Delegates – Matt Gubancsik, Blair Cole; Alternates- Open, Open*