

NMCAA Policy Council Agenda

Thursday December 8, 2022

*10a.m.-12p.m.*

Present: Blair Cole, Cecelia Staats, Christine Duval, Erica Gaylord, Genevieve Raisch, Jessica Creeary, Jessica Warner, Kasey Lilly, Kathleen Byers, Kelsey McCoy, Malanie Chaney, Nichole Johnson, Shaina Scribner, Tori Oglesbee, Kodi Jarvis,

**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 10:03am.
		- Kat asked for a motion to use the roll call as attendance. Nichole motioned to approve, supported by Jessica Warner. All were in favor and the roll call as attendance was approved.
		- Kat asked for a motion to approve last month’s minutes. Kelsey McCow motioned, supported by Jessica Warner, all were in favor and the motion was approved.

**Agency Reports**

* Kerry Baughman, Executive Director
	+ Kerry welcomed the group and shared her role as connecting PC members to agency supports and resources.

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

* Stacey introduced herself, and then did an activity about resilience. She used a rubber band as an example that during the day we get stretched out and we need to focus on the things that will bring us back to our normal state. Finding a good support system, reading a book, going for a walk etc are all good ways to ground yourself. Stacey shared a video with everyone.

**Program Management Training- Shannon Phelps, Early Childhood Programs Director**

* Due to time, this training will be tabled for next month's meeting.

**Program Information Summary- Mini Management**

* **Budget, enrollment and attendance report**
	+ Shannon went over the highlights of this month.
	+ Right now in our budget we are still under spending and we are mainly seeing this in the staff. We are really having a hard time finding people to work.
	+ A few months back we discussed the Competitive Workforce policy. We as a policy council did approve it and when presented to the board it was also approved at that level as well. This Policy will allow NMCAA to pay out incentive funds to the staff that are more than deserving of this. Due to being under budget again this year we are on track to be able to provide the staff with an incentive this year.
	+ **Current enrollment:** There are 3 classrooms still not open. The lake street classroom is getting really close to getting licenses complete . January 3rd the Mesick site will open and the classroom in Mancelona will open on Monday December 12th. The FES have kept in contact with the waitlisted families and are ready to go as soon as the classrooms open.
	+ 482 currently enrolled in Head start for a total of 84% enrollment. Early Head start has 250 kids enrolled for a total of 72%. Home base programs are 1 enrollment away from being fully enrolled.
	+ A parent asked what kind of programs are available for parents that are interested in furthering themselves in the program. Shannon said there are teachers and staff members that will sometimes reach out with opportunities. If they have not and you are still interested, please talk with your teacher, home visitor, or program staff. You can also explore employment opportunities at nmca.net. NMCAA has funding to help staff further themselves in education and training. Opportunities include TEACH scholarships to achieve their CDA and they will also assist in schooling to obtain an associate, bachelor's degree, etc.
	+ Dru said that she will work on getting the supports available typed up onto a hand out to provide new parents with the information.
	+ Tori mentioned that she didn't even know you could volunteer in the classrooms but she was wondering if there were remote opportunities to volunteer. Shannon mentioned any activity prep or things as simple as cutting things out, typing out newsletters etc. We encourage parents to talk to their teachers about opportunities to help. A parent suggested another way to virtually volunteer is to record yourself reading books, or playing an instrument that the teacher could play for the students and that would also count as in kind.
	+ Shannon touched base on in-kind. This year we needed 1.9 million dollars of in-kind so she stressed that every minute counts. Every hour that you put into doing an activity or volunteering amounts to around $23 per hour. Early head start is a little lower than that at $22 per hour. . If you are traveling to appointments etc amounts to .62 cents a mile that can be turned into in-kind

**Policy Council Elections**

* Kat went over how the election process will go and asked for any questions.
* **Chair**- After a brief explanation of the position,Kat opened up the floor for nominations:
	+ Kodi nominated Kat for chair, Blair supported and Kat accepted the nominations
	+ After three calls for further nominations Kat closed the floor for nominations.
	+ Because there were no other people interested in this position no vote was needed and Kat will continue to be the Chair for another year.
* **Vice Chair**- After a brief explanation of the position, Kat opened up the floor for nominations:
	+ Kat nominated Blair, supported by Kodi, Blair accepted the nomination
	+ After three calls for further nominations Kat closed the floor for nominations.
	+ Because there were no other people interested in this position no vote was needed and Blair will be the new Vice Chair.
* **Secretary-** After a brief explanation of the position, Kat opened up the floor for nominations:
	+ Kelsey McCoy nominated herself, Kodi supported
	+ Jessica Creary nominated herself, Blair supported.
	+ After three calls for further nominations Kat closed the floor for nominations.
	+ Kelsey and Jessica spoke briefly about what strength they will bring to this position.
	+ Ballots were passed out and a vote was placed.
	+ After votes were counted, Kelsey McCoy will be the new secretary.
* **Treasurer**-After a brief explanation of the position, Kat opened up the floor for nominations:
	+ Tori Oglesbee nominated herself, supported by Kat.
	+ After three calls for further nominations Kat closed the floor for nominations.
	+ Because there were no other people interested in this position no vote was needed and Blair will be the new Treasurer.
* **Parliamentarian**-After a brief explanation of the position, Kat opened up the floor for nominations:
	+ Kat nominated Jessica Creary, Kodi supported. Jessica accepted the nomination.
	+ After three calls for further nominations Kat closed the floor for nominations.
	+ Because there were no other people interested in this position no vote was needed and Jessica will be the new Parliamentarian.
* **State Delegates**- After a brief explanation of the position, Kat opened up the floor for nominations, there will be 4 people elected. 2 State delegates and 2 alternants.
	+ Kat nominated Blair Cole, supported by Kodi, Blair accepted the nomination.
	+ Malanie Chaney nominated herself.
	+ After three calls for further nominations Kat closed the floor for nominations.
	+ Blair and Malanie spoke briefly about what strengths they will bring to the position.
	+ Kat reopened the floor for another nomination at the end of the meeting. Cecelia Staats nominated herself, supported by Kelsey.
	+ Because there was still a spot open no vote was needed and Cecelia will take a delegate position.
	+ Malanie and Cecelia will be the state representatives, Blair will be the alternate leaving one alternate position open for running.

**Personnel**

* Kat asked for a motion to approve personnel, Nichole motioned to approve, supported by Kelsey, all were in favor and the motion to approve personnel was carried.

**Adjourn**

* The meeting was adjourned at 1:02 pm

**Meeting Objectives**

1. Better understanding of NMCAA and Head Start locally and nationally
2. Explore program governance roles
3. Elect Executive Committee

**Next Meeting January 12,2022**

***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 – Blair Cole; Alternates- Open, Open*