



NMCAA Policy Council Minutes  
Thursday November 9, 2023  
10a.m.-12p.m.

Present: Alyssa Witowski, Blair Cole, Erika Gaylord, Eryn Krajewski, Grace Ogden, Kat Byers, Melanie Chaney, Nichole Johnson, Rebecka Kenwabikise, Suzanne Raupp, Thianna Carpenter, Tiffiani Evans

Welcome- Alicia Temple, ERSEA and Health Manager

- Introduce self-What are you passionate about?

Official Call to Order- Kat Byers, Policy Council Chair

- Roll call-Completed, Quorum Established
- Approval to use roll call as attendance (establish quorum)-Nicole Johnson, Melanie Chaney-The motion is carried.
- Review of agenda-Completed
- Approval of minutes from last meeting-Melanie Chaney, Nicole Johnson-The motion is carried.

Agency Connection- Kerry Baughman, NMCAA Executive Director

- Kerry shared the mission of the Agency. NMCAA services are available to families. Some programs include: Home Repair, Free Tax Prep, Weatherization, Food Programs.
- Policy Council is a support for you. We could not have this program without you. Policy Council drives the program. Your participation is important and appreciated. Thank you.

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

- Google Drive Exploration-Policy Council Background and By-Laws
  - Shannon reviewed the "Welcome to Policy Council" PP. What is your role? Please feel comfortable asking questions. Everyone has a link to our google drive documents. Please refer back to this link to review documents. We will start adding documents the Friday before the meeting. All documents will be uploaded by Tuesday before the meeting. You can review the minutes at this location as well. There are several folders within the google document. The by-laws can be found in the information folder. By-law are the rules and guidance for the meetings.
  - To be on Policy Council you can be a parent, community representative, or an agency representative. Program parents make up at least 51% of the voting membership. You can participate on the committee for up to 5 years.
  - This committee is used to incorporate the parent voice into making decisions.
  - 3 parts of the governance system: Management (oversee systems/policies/procedures), Policy Council (parent voice), and the NMCAA Board (legal oversight).
  - Policy Council helps set program direction by providing input, we ask for approval here, then the NMCAA board will take a vote, after that the decision goes to the Office of Head Start.
  - We reviewed the Policy Council Calendar for Major Approvals. This can be found in the important documents folder.

- The chairperson only votes when there is a tie. Alternates will vote if your representative is not present, or we do not meet quorum. To meet quorum, we need 10 voting members present.
  - Attendance and RSVPing is really important. Removal from Policy Council is a possibility if attendance requirements are not met. Please let us know if there are obstacles getting in the way of attending.
  - Meetings are the second Thursday of each month, typically. We meet from 10-12. Please see the schedule. January is one of those months where the meeting is not the second Thursday of the month.
- Policy Council job description review
    - To remain on Policy Council you are voted in on a yearly basis.
    - The chairperson does attend the NMCAA Board Meeting.
    - Committees may meet on separate days. Just let us know if you want to be a part of a committee.
    - The job description needs to be updated with a DEIA lens.
    - Job descriptions were signed. If attending on zoom, sign the document and send a picture to Teasha.
    - A W-9 and direct deposit forms need to be completed. Each month you will fill out a mileage reimburse form. For child care, the provider needs to sign the provided form. You will also receive a \$10 monthly reimbursement for internet if joining through zoom. Teasha needs a copy of your monthly bill.
    - Teasha Lawson-(231)360-3861 or tlawson@nmcaa.net.
  - Career Rack Card Input-Designed by MI Works
    - What do you like about the materials?
      - Colors are nice.
      - The block design is nice.
      - Really like the personal picture, telling a story.
    - What would you change?
      - The outlook box does not give useful information. Confusion about the purpose of information. Maybe the work “outlook” should be changed. Three pictures in that box is too much. Add more beneficial information. Possibly add statistics to this box. “Pathways” instead of “Outlooks.” Maybe focus on the next steps.
      - Add online or hybrid opportunities for education.
      - Highlight the personal information as much as possible.

#### Program Information Summary- Mini Management

- Budget, enrollment and attendance report
- Discussion and Request for Approval- Shannon Phelps, Early Childhood Programs Director
  - Approval of Community Reps
    - Kat Byers, Blair Cole, Melanie Chaney
      - Approval: Nicole Johnson, Kenwabikise-Motion carried.
  - Non-Federal Match Waiver Request
    - Motion requested: To approve the submission of a Non-Federal Match Waiver

Request in the amount of \$338,454.

- Non Federal Match: In order to find NMCAA Head Start programs, we must collect a 20% match for each federal dollar received for our total funding. The funding source is called Non Federal Match. Non Federal Match can include donations of time, money, materials, and services.

- For Fiscal year 2023:
  - Required NFM=\$1,888,978
  - Projected NFM=\$1550524
  - Difference=\$338454
- Parent Input-Send messages to families to remind them to submit Learning Genie activities. Shannon shared we can do this at the management level. Other ways to gain in-kind is by volunteering in the classroom and reaching out to businesses, and asking for discounts from providers.
- We have been seeking the in-kind waiver since the pandemic.
- Approval-Nicole Johnson, Melanie Chaney-The motion is carried.

Questions to consider for approvals:

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?

#### Recognition of Members Leaving Policy Council

- Nicole Johnson-Thank you for being here and for your time on Policy Council.

#### Personnel

Name/Position/Grade	Program/Center/PC Rep
Zoe Sanford/Assistant Teacher/AT10	Chums 2
Rio Cady/Assistant Teacher/AT20	Rapid City
Emily Snider/AsstTeacher/AT10	Roscommon
Robin McConnell/AsstTeacher/AT10	Roscommon

- Approval: Alyssa Witowski, Becca Kenwabikise-Motion carried.

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

- Chairperson-leads the meeting, votes on tiebreakers, attends NMCAA Board Meetings, attends MHS events
- Vice-Chairperson-Supports Chairperson by leading meetings when the Chairperson is absent.
- Treasurer-Reviews and asks questions about the budget, reviews audits, and reviews monthly financial reports.
- Secretary-Keeps track of minutes and agenda. Supports other members of the committee.
- Parliamentarian-Assure quorum at the meeting. Keeps us on time. Enforce Robert's Rule of Order.
- Delegates and Alternates-Attend MHS Assemblys (parent workshops). Share information with Policy Council and local parent groups. There are 3 conferences a year. They are 2 ½ days.
- Election Process: Elections for officers are in December. You can only hold one office at a time. Someone can nominate you or you may self-nominate. If you accept the nomination, you will

share what strengths you will bring to the role and how you will carry on the mission. You have 2 minutes to share your strengths. There will then be a vote.

Motion to adjourn: Melanie Chaney, Nicole Johnson

**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 14, 2023**

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

*Chair – Kat Byers; Vice Chair – Blair Cole; Secretary – Open; Treasurer – Tori Oglesbee; Parliamentarian Jessica Creary; State Delegates – Cecilia Staats, Melanie Chaney; Alternates- Blair Cole, Open*