



NMCAA Policy Council Meeting Minutes  
Thursday October 9, 2025  
10a.m.-12p.m.

Present: Melanie Chaney, Kayla Cook, Rose Alfsen, Grace Ogden, Brigitte Matzke

**Welcome and Call to Order-Melanie Chaney, Policy Council Chair**

- Called to order by at 10am: Melanie Chaney, Policy Council Chair
- Roll Call: Conducted to establish quorum, **quorum established**
- Review of Agenda: Melanie reviewed the agenda.
- Approval of Minutes: Motion to approve minutes from last meeting by Kayla Cook, seconded by Rose Alfsen. Motion carried.

**Agency Connection- Kerry Baughman, NMCAA Executive Director**

- Kerry was unable to attend.

**Grounding Activity- Family Engagement Specialists**

- Presenter: Stacey
- Distributed Theraplay handout. Discussed use for mental health, relationship building, engagement, and resilience.
- Aligned with E-DECA framework. Activity included handprint craft using black paper, lotion, and powder.

**Program Information Summary- Mini Management**

- Applications: September submissions complete. Continuation Grant decision expected in December. Nutrition Supplement approved (\$100/classroom per month). Carryover requests pending.
  - Chronic Absenteeism: 3 absences in 30 days triggers slot replacement from waitlist. Common barriers include transportation, homelessness, custody issues, and weather. Support and medical exemptions available.
  - Open Positions: Vacancies across several sites.
  - Enrollment & Attendance: 97% HS, 98% EHS. September attendance 90% overall (92% Center-Based, 95% GSRP, 90% EHS, 87% HS Home-Based).
  - Budget: Tight due to inflation and flat funding. Increased non-federal match needed next year.
- **Budget, enrollment and attendance reports**
    - Enrollment & Attendance: 97% HS, 98% EHS. September attendance 90% overall (92% Center-Based, 95% GSRP, 90% EHS, 87% HS Home-Based).
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**MHSA Fall Assembly Report- Melanie Chaney, Rosalyn Alfsen, Brittney Burke**

- Presenters: Melanie Chaney, Rosalyn Alfsen, Brittney Burke
- Melanie: Managing stress through routines, mindfulness, and reduced screen time. Encouraged 5 minutes of daily reflection.
- Rosalyn: Focused on resilience, community support ('lighthouses'), and connections to Perry Preschool Project.



## **Advocacy/Funding Updates**

- Tommy continues advocacy work; staff encouraged to sign up for NHTSA updates.
- Government currently in partial shutdown.
- Updated Performance Standards expected to be out soon.
- We have an upcoming Focus Area 2 review.

## **Member Sharing/Other Discussion**

- Feedback on Intake/Application Process – Alicia Temple, ERSEA & Health Manager: Working to streamline application and enrollment using technology (Standard 1302.13).
- Strengths: persistence, professionalism, customization for families.
- Challenges: complex interest form, CPS fears, income misunderstanding, dual enrollment confusion.
- Recommendations: post application due dates, community social media calendar, pre-fill forms, online access with accessibility support.
- Planning for November Policy Council Meeting: focus on fun, networking, less paperwork, non-intimidating introduction for new members.
  
- Input on Socialization Flyer- Corey Berden, Home Based Manager
  - Socialization Flyer – Corey Berden, Home-Based Manager: create consistent flyer templates for playgroups; open to public.
  
- Planning for November Policy Council Meeting
  - New members, standard intro.
  - Have fun, not intimidating.
  - Not a lot of paperwork
  - Pair up, networking
  - Have the meeting not overwhelming

## **Personnel**

- Kris Daniel
- Approval: Thamiyrs Rego, Center Assistant (Early Learning Center, Mancelona). Experienced with children and meal prep.
- Motion: Rosalyn Alfsen. Second: Kayla Cook. Motion carried.

## **Adjournment**

- Meeting adjourned at 12pm

## **Meeting Objectives**

1. Better understanding of NMCAA and Head Start locally and nationally
2. Preparation to welcome new Policy Council Members

## **Next Meeting November 13, 2025**

*Chair – Melanie Chaney; Vice Chair – Kayla Cook; Secretary – Samantha Haggerty; Treasurer – Brigitte Matzke; Parliamentarian- Grace Ogden; State Delegates –Brittney Burke, Rosalyn Alfsen; Alternates-Brigitte Matzke, Open*