



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

**I. Welcome and Call to Order**

Melanie Chaney, Policy Council Chair, called the meeting to order.

**II. Roll Call (Quorum not established)**

**III. Approval to Use Roll Call as Attendance**

**Motion:** Brittney Burke

**Second:** Rose Alfsen

**Motion Carried**

**IV. Review of Agenda**

**V. Approval of Minutes from Last Meeting**

**Motion:** Brittney Burke

**Second:** Michelle Whaley

**Motion Carried**

**VI. Agency Connection (*presented in absence of Kerry Baughman, Executive Director*)**

- Introduction and nomination of Angela Mikula as Grand Traverse County Board Member
- No additional nominations received

**Motion to Approve:** Brittney Burke

**Second:** Michelle Whaley

**Motion Carried**

**VII. Grounding Activity – Family Engagement Specialists**

Stacey led an activity titled “*Having Fun with Theraplay*”, focused on the core elements of Structure, Nature, Engagement, and Challenge.

**VIII. NMCAA Financial Audit Results – Meredith Gafill, Controller**

- Audit completed by external firm with an **unmodified opinion** (no findings or concerns)
- NMCAA is a **low-risk auditee**
- Head Start (HS) program tested and found in full compliance
- Audit report available in April folder
- NMCAA manages 27 federal programs; HS is a direct federal contract
- Financially sound and compliant

**IX. Focus Area One Review Results – Shannon Phelps, Child and Family Development Director**

Federal monitoring results found **17 of 19 areas in compliance**. The following areas were addressed:

**Area of Concern: Timeliness in Health Status Determinations**



**Issue:**

Delays in obtaining health status verifications from medical professionals, including whether children are up to date with medical and dental care.

**Plan for Improvement:**

- Revise the system for obtaining determinations, particularly for children not established with a dentist or physician

**Area of Non-Compliance: Safe and Sanitary Environment**

**Issue:**

One staff member began employment before fingerprint background check results were received.

- All staff connected to a license have historically been in compliance with this regulation. The state of Michigan did not offer a fingerprint background check process for staff not connected to a license until a pilot in Spring 2024. NMCAA learned of the availability of this process in Fall 2024.

**Compliance Requirement:**

- Must ensure fingerprint results are received before employment begins.
- Have **120 days** to implement compliant systems.
- A follow-up meeting with the Office of Head Start will confirm full compliance.

**Corrective Action Steps Taken:**

- Initiated contact with the Michigan State Police to become an authorized fingerprint agency
- Received official authorization on **December 18, 2024**
- All affected staff completed fingerprint background checks by **January 24, 2025**

**Next Steps:**

- Revise **Staff Screening Policy and Procedures** to include Michigan State Police fingerprint process
- Review revised policy with:
  - Hiring teams
  - Policy Council and Board (April 2025)
  - Any updates with hiring teams, following approval
- Begin **monthly monitoring** of new hires and fingerprint clearance before start dates

**Motion to Approve Corrective Action Plan:**

**Motion:** Brittney Burke

**Second:** Ivy Thompson

**Motion Carried**

**X. Staff Screening Policy and Procedures Review and Approval**

Policy was updated to reflect new fingerprinting requirements from the Michigan State Police. Policy Council members received the updated policy in advance of the meeting. Time was provided during the meeting to ask question.

**Motion to Approve Updated Policy:**

**Motion:** Brittney Burke

**Second:** Rose Alfsen

**Motion Carried**



## **XI. Fiscal Year 2024 Carryover Request – Shannon Phelps, Child and Family Development Director**

NMCAA is requesting approval to submit a **FY 2024 Carryover Request** totaling **\$179,830**, along with a **100% waiver of the non-federal match requirement** due to limited community resources, unanticipated cost increases, and program disruptions.

### **Breakdown of Carryover Request:**

- **Training and Technical Assistance:**
  - \$179,830 (total request)
- **Early Head Start:**
  - \$7,859
- **Contractual – Facility Projects:**
  - *Mancelona Early Learning Center:*
    - \$64,943 (Head Start)
    - \$55,256 (Early Head Start)
    - Projects: Replace vinyl siding, replace and secure back steps and railing
  - *Manton Preschool:*
    - \$35,424 (Head Start)
    - Project: Reconfigure bathroom
- **De Minimis Projects:**
  - \$10,037 (Head Start)
  - \$6,311 (Early Head Start)

### **Waiver of Non-Federal Match:**

- **100% waiver** requested due to:
  - Community resource limitations
  - Rising costs
  - Program interruption impacts

### **Motion to Approve Carryover and Match Waiver Request:**

**Motion:** Brittney Burke

**Second:** Michelle Whaley

**Motion Carried**

## **XII. Program Information Summary – Mini Management Team**

### **Monthly Updates Included:**

- An overview of information provided on the data postcard and in the updated Program Information Summary (quarter 2 data dig results)
- Workforce development goal updates:
  - Updated job descriptions were completed
  - New Wellness Committee and Breakthrough app launched
  - Staff wellness offerings overview sheet was updated
  - Enhancements to health insurance and longevity structure will be a focus



#### Slot Shifts

- As previously shared, Mancelona Child Care is no longer partnering with the program due to significant staff turnover and is currently focusing on rebuilding their team.
  - ♣ All Head Start slots have been reassigned to existing child care partners
  - ♣ Early Head Start Home-Based programming absorbed the 8 Early Head Start slots.
- At the end of March, our program was notified that First Steps Child Care in Frankfort would close at the end of the first week of April.
  - ♣ We are actively seeking a new child care partner to serve 8 Early Head Start children.

### **XIII. Community Assessment, Budget, Enrollment, and Attendance Reports**

#### **March Enrollment & Attendance:**

- Early Head Start: 87 drops (27%)
- Head Start: 65 drops (11%)
- Attendance dipped due to illness and service access issues, rebounded in March
- Current enrollment is over 97% for both HSP and EHS

#### **Budget:**

- On track
- Staffing and salaries are stable

### **XIV. Center-Based Teacher Qualification Waiver Request – Shannon Phelps**

- **Kayla Croton**, Lead Teacher at Hannah Head Start
- Current credential: CDA
- Enrolled in Early Childhood Education program at NMC
- Expected degree completion: January 2027
- Position posted widely since December 16, 2024; no qualified applicants found

#### **Motion to Submit Waiver Request:**

**Motion:** Michelle Whaley

**Second:** Brittney Burke

**Motion Carried**

### **XV. Advocacy**

- QR codes distributed to help members develop and submit advocacy scripts
- Call to Action: National Head Start Association (NHSA) request for **COLA adjustments to address inflation**
- Sample prompts and scripts shared by Shannon and Melanie
- Time provided for script writing and personal reflections



## **XVI. Personnel**

### **Motion to Approve New Staff:**

**Motion:** Rose Alfsen

**Second:** Brittney Burke

**Motion Carried**

## **XVII. Member Sharing**

- Kayla Cook shared training interests
- Bridgette raised a question about background check requirements for Policy Council members
  - Those are not completed for Policy Council members at this time

### **Next Meeting May 8, 2025**

Personnel Policy Updates Review and Request for Approval

Health Services Advisory meeting will be held at 1:00 for anyone interested

***NMCAA Vision*** *NMCAA drives the change that strengthens communities where ALL PEOPLE have opportunities to achieve their full potential.*

*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*