



NMCAA Policy Council Minutes
Thursday May 8, 2025
10a.m.-12p.m.

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

- Called to Order by: Melanie Chaney, Policy Council Chair at 10:01 AM
- Roll Call: Conducted
- Approval to Use Roll Call as Attendance: Motion by Brittney Burke, second by Rosalyn Alfsen – Motion Carried
- Quorum Status: Not officially established; any approvals to be signed by Executive Committee

Agency Connection- Kerry Baughman, NMCAA Executive Director

- Kerry was not available
- HR Director Betsy Rees is retiring; a new hire will require PC and Board approval.

Personnel Policy Updates- Betsy Rees, Human Resources Director

- Updating Personnel policies, done every year internally and every 5 years with an attorney
- The Attorneys have suggested changes in verbiage
- Affirmative action language was removed
- Pregnancy accommodations were added
- Religious accommodation was added – personal religion accommodations will be available.
- Dress Standards are more detailed, and different situations will have different standards, and there is guidance and examples.
- Sick/Personnel time. Staff were notified of changes as a result of the Earned Sick Time Act.
 - Allows employees to accrue 72 hours a year
 - NMCAA allows 80 per year
 - Employees can no longer go negative on sick time
 - There is no cap on the number of hours that can be accrued under the new law.
 - NMCAA's usage cap is 240 hours for full time employees
- Paid Parental Leave Policy was adjusted
 - 12 weeks at 100 percent of wages
 - Mom's and Dad's are included and time can be used during the 12 months following the birth of a child
 - Staff members must qualify for FMLA (1 year and/or 1250 hours)
- Criminal background check policy has been updated.

Grounding Activity- Family Engagement Specialists

- Led by Family Engagement Specialists
- TheraPlay and "Fair Play" activities
- Encouraged checking in with children and outside play

Program Information Summary- Mini Management

- Monthly Updates
 - Corrective Action Plan update
 - We will be doing a follow-up call on 5/9/25
 - The new policy is in full swing and our program is demonstrating compliance with the updates



- There were 5 new hires in the month of April and all 5 received their fingerprint background checks prior to hire
- Licensing is out visiting classrooms, and all is going very well.
- Classrooms are winding down this year. Encourage parents to contact with teachers about transitions. Take part in parent/teacher conferences.
- Budget, enrollment and attendance reports
 - With the recent consolidation of Regional Head Start offices, some notices and approvals have been running later than usual
 - We are awaiting our notice of award for the remainder of funds for this grant year
 - We have enough money in the budget to run through June
 - Full Enrollment Initiative
 - A notice was received that our full enrollment initiative period concluded successfully with program enrollment meeting/exceeding the 97% threshold
 - Monitoring will continue for 6 months.

Requests for Approval- Shannon Phelps, Child and Family Development Director – requests will be approved through executive committee this month.

- Transportation Waiver
 - NMCAA follows all licensing rules related to transportation
 - Head Start allows programs to submit a transportation waiver yearly requesting certain Program Performance Standard requirements to be waived
 - This waiver allows parents the opportunity to access transportation that they otherwise would not have access to
 - Asking for a waiver of
 - child safety restraint system requirements on buses
 - bus monitors with fewer than 8 children on school buses (transit systems being used will always have a monitor on the bus)
 - Motion - Brittney Burke, Second - Samantha Haggerty, motion carried and will be signed by executive committee
- Program Schedule Change
 - Shift 8 slots from EHS Child Care partners to Early Head Start Home Based.
 - Currently exploring new partnership opportunities in Charlevoix, TC and Houghton Lake
 - Looking for Motion approval for a programmatic change to update the EHS program schedule by shifting 8 childcare partnership slots to home-based program
 - Motion - Brittney Burke, Second - Rosealyn Alfsen, motion carried and will be signed by executive committee
- Self-Assessment Plan
 - Shannon went over the self-assessment process
 - Focus groups will take place throughout the month of June



- Planned Focus Area Groups include:
 - Safety
 - Safe Environment Up-Dates
 - Emergency Care Plans
 - Financial
 - Revisioning the budget and targeting spending towards program priorities
 - Child Care Partner Subsidy Minimum
 - Parent, Family and Community Engagement
 - Family Well-Being- Are families better off because of our services?
 - Strengthening Fatherhood Initiative
 - Enrollment
 - Turnover in Home Based programming
 - Program Goals

Self-Assessment groups will pull up the grant, review goals, objectives and action steps, and suggest action steps/strategies for year 3

 - School Readiness
 - Social Emotional/ Perceptual, Motor, and Physical Development
 - Cognition/Approaches to Learning
 - Language and Communication/Literacy
 - Human Resources Management
 - Workforce Development
 - **Self-Assessment Gallery will be July 29th**
 - Motion to approve, Motion - Brittney Burke, Second - Rose Alfsen, Motion carried and will be signed via executive committee.

Advocacy

- Material updates
 - NHSA has shared some new ways to support head start. Flyers are available with information for anyone interested
 - The President's "skinny budget" was released. Head Start was not included on the list for program funding decreases or increases. Thanks for your advocacy. Open floor for discussion
- Parent engagement plan
 - Five calls (shared by Melanie)
 - This advocacy app provides scripted information for calls and emails to legislators
 - Parents can make calls, send emails multiple times a day
 - Check it out
 - Rosealyn shared things she has been doing advocacy with classrooms and families have been really engaged



- NMCAA provides information on ways to advocate
- Parents discussed how Head Start helps children from their point of view
- Keep ideas coming and suggestions on what supports might be helpful

Summer Transitions- Anna Olson, Behavior Specialist

- Anna did an overview of summer transitions and activities that parents can do with their children during the summer months
 - Big changes for kids may lead to behavior changes
 - Different structures may have anxiety. Social changes
 - Keep in mind during this summer
 - Children thrive on predictable things.
 - Think of ways to give them structure during the summer
 - Visual calendar, count days
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- It is important to prepare children for change

Personnel

- Approval – Motion to approve personnel
- Motion - Samantha Haggerty, Second - Brittney Burke, motion carries and will be signed by executive committee

Member Sharing/Other Discussion

- Rose reminded those who are advocating to be respectful
- In Kind is going well, ahead of where we were for the last several years
- Can turn in in-kind for this year as far back as January if you haven't yet done so

Meeting adjourned at 11:32 am.

Meeting Objectives

1. Better understanding of NMCAA and Head Start locally and nationally
2. Consider requests for approval

Next Meeting June 12, 2025

PoWeR! Book Bags- Kara Murphy Gregory

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