



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

Present: Amber Martin, Blair Cole, Brigitt Matzke, Britney Burke, Chelsea Richards, Christopher Cornell, Grace Ogden, Kat Byers, Kayla Cook, Melanie Chaney, Michelle Whaley, Rosalyn Alfsen, Rose Shaw, Samantha Haggerty, Shanda Lee

Welcome and Call to Order-Blair Cole, Policy Council Chair

Blair called the meeting to order at 10am

- Roll call
- Approval to use roll call as attendance, quorum established
 - Motion to use roll call as attendance
 - Motion Brittney Burke, Second-Samantha Hagerty, motion carried
- Review of agenda
- Approval of minutes from last meeting
 - Motion to use roll call as attendance
 - Motion Brittney Burke, Second-Samantha Hagerty, motion carried

Agency Connection- Kerry Baughman, NMCAA Executive Director

- Kerry talked about her role with PC
- Celebrating 50th Anniversary
- 27,000 children served in the state of MI and it's only a small percentage of the children that are eligible
- Spread the word about Head Start.
- If there is any questions about our programs, please contact Kerry.

Grounding Activity- Family Engagement Specialists

- Stacey did a grounding activity with everyone.
- What do people do for winter activities?
 - Parents talked about activities that they do with their children.
 - Encourage children while doing activities that help with school readiness.
 - Getting outdoors daily, handle stress and anxiety better.

Executive Committee Elections- Blair Cole, Policy Council Chair

- Shannon did a brief explanation on how the elections work
- **Delegate Positions** (2 regular, 2 alternates)
 - Brittney Burke nominated herself as community representative
 - Move to community representative, motion
 - Motion Melanie Chaney, second Kat Byers, motion carried
 - Brigitte Matzke nominated herself for alternate for community representative
 - Rose Alfsen nominated herself to be the second community representative
 - There were no other nominations
 - Motion to approve, Motion Melanie, second Samantha Haggerty, motion carried



- **Chairperson**

- Kat Nominated Melanie Chaney for Chair, she accepted
- There were no other nominations
- Motion to approve, motion Kat Byers, second Rose Alfsen, motion carried

- **Vice Chair**

- Melanie Chaney nominated Kayla Cook; Kayla accepted
- Motion to approve, motion-Melanie Chaney, second, Brittney Burke, motion carried

- **Treasurer**

- Brigitte Matzke nominated herself for treasurer
- There were no other nominations
- Motion to approve, motion Kat Byers, second Samantha Haggerty, motion carried

- **Secretary**

- Melanie nominated Samantha Haggerty, she accepted
- There were no other nominations
- Motion to approve, Melanie, second Roselyn Alfsen, motion carried

- **Parliamentarian**

- Grace Ogden nominated herself
- There were no other nominations
- Motion to approve, Melanie Chaney, second Brittney Burke, motion carried

Program Information Summary- Mini Management

- The agency will receive a Head Start Focus Area One review the week of February 10th. This is a time to highlight the strength of our program. An overview of the protocol was shared, and the complete protocol is available in the January Policy Council folder.
- Manager updates- Quarterly Data Sharing
 - Shannon Phelps, Child and Family Development Director, reviewed the layout of the quarterly data postcard and asked if anyone had questions.
 - Shannon provided an update of quarter one progress towards program goal #1- Workforce Development
 - An overview of the updates discussed can be found in the January Program Information Summary
 - Corey Berden, Home Based Programs Manager, provided a review of quarter one school readiness data for home based programming.
 - Dru O'Connor, Education Coach and Disabilities Manager, provided an update on Head Start Preschool School Readiness Assessment Scores for the fall
 - The scores are always lower in the fall. They will increase as the year progresses.
 - Stacey Parent, Family Engagement and Mental Health Manager, provided a review of the parent, family and community engagement data.
 - Continued focus will be centered on timely data entry
 - Abria Morrow, Site Manager, shared that the Site Supervisor team has been focused on safety processes. Areas of focus include:
 - Working on active supervision
 - Review of Safe Environment Checklist completion
 - Review of Illness/Incident report trends
 - Emergency Care Plans
 - All children with an IEP will have an emergency care plan.
 - Alicia Temple, ERSEA and Health Manager, shared:



- Timely completion and data entry of immunizations continues to be a focus
- Health Follow-up for quarter one was 83% complete. We want the number to be closer to 100%.
- PIR – The number of homeless families housed during this past school year was below previous years
- There has been an increase in the number of families filling out the Program Interest Form
- Katherine Kwiatkowski, Collaborative Centers and Early Head Start Center Based Manager, shared that similar trends were noted in these program options as for other program options. They are focusing on individualizing individual lesson plans based on assessment and observation results.
- Budget, enrollment and attendance reports
 - Reports can be found in the February file.

Leadership and Governance Training- Shannon Phelps, Child and Family Development Director

- Tripartite Structure
 - This training will be held next month.

Great Start Family Coalition Presentation- Lauren Dake, Great Start Collaborative Family Liaison

- Lauren provided a presentation on the Grand Traverse Area Great Start Family Coalition, which serves 5 Counties in the NMCAA service area. All counties have a respective Great Start Family Coalition.

Personnel

There was a motion to approve personnel.

There was a motion to approve and seconded, motion carried

Meeting Objectives

1. Better understanding of NMCAA and Head Start locally and nationally
2. Explore Program Governance
3. Election of Officer

Next Meeting February 13, 2025

- Income and Eligibility Training

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, Rose Alfsen; Alternates-Brigitte Matzke, Open