



NMCAA Policy Council Minutes
Thursday November 14, 2024
10a.m.-12p.m.

Present: Amber Martin, Ashley Fredrickson, Grace Ogden
Ivy Thompson, Kathleen Byers, Kerry Myers, Melanie Chaney, Michelle Whaley, Rosalyn Alfsen, Rose Shaw,
Samantha Haggerty, Shanda Lee, Tabitha Sprague, Crystal Sprague, Crystal King

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

- Blair called the meeting to order at 10:06am
- Roll call
- Approval to use roll call as attendance (Quorum Established)
 - Motion to use roll call, Melanie Chaney motioned, Kat Byers seconded, motion carried
- Review of agenda
- Approval of minutes from last meeting
 - Motion to approve minutes from last meeting; Kat Byers motioned, Melanie seconded, motion carried.

Agency Connection- Kerry Baughman, NMCAA Executive Director

- Kerry introduced herself.
- Told PC that she comes to monthly meeting to give updates of what's going on at NMCAA.
- NMCAA has several support programs. Kerry presented a list of all the programs offered by the agency.
- Policy Council is a safe space to share your voice.

Getting to Know Each Other- Blair Cole, Policy Council Chair

- Blair led a Get to Know each other activity.
- Everyone broke out into small groups for people to get to know each other.

Grounding Activity- Family Engagement Specialists

- Stacey led the grounding activity.
- Stacey talked about what Stacey and the FES's Roles.
- Stacey discussed protective factors and support that are offered to families
- Rubber band activity, resilience.

Introduction to Policy Council (Policy Council Training)

- Sharing by experienced Policy Council Members
 - Kat shared her experiences with Policy Council going from stay-at-home mom and has since gone to college and works for the Health Department
 - Melanie started as a rep because no one else volunteered. Was a stay-at-home mom. She has a sense of confidence now, has learned a lot by being on Policy Council.
 - Blair talked about how she has grown as a person. Really great experience for her and has a lot of confidence. Talked about going on the conferences as a Chair and community representative.
 - Grace talked about her experience. She mentioned bringing up some of her concerns and there was discussion that followed
- Policy Council background, by-laws, and job description review
 - Shannon talked about the Job Description of Policy Council members and the Policy Council Executive Team.
 - Shannon requested that if anyone is overwhelmed please get in touch with her and she will help explain things or give more clarification.



- Shannon provided further introduction to Policy Council, including (job description and by-laws info):
 - Definition and Selection of Members
 - Term of Service
 - Conflict of Interest
 - Working Agreements for Policy Council
 - Your role as a Policy Council Member
 - Internal Disputes
 - Attendance and Quorum
 - Filling Vacancies
 - Reimbursement to support participation
 - By-Law Amendments
 - Election Procedures and Executive Committee roles
 - Executive Committee Roles and the responsibilities of the committee
- SharePoint Exploration
 - Shannon did a brief overview of the SharePoint site
 - Reimbursement and W-9s

Program Information Summary- Mini Management

- Overview of component areas and introduction of Managers
 - Shannon shared and explained the Program information Summary
 - The rest of mini management (Corey Berden-EHS Home Base, Dru O'Connor-Education Coach, Stacey Parent-PFCE, Abria Morrow-Site Manager, and Alicia Temple-ERSEA and Health Manager) introduced themselves and talked about their portion of the program information summary and what their responsibilities are.
- Budget, enrollment and attendance reports
 - Shannon did an overview of budget, enrollment, and attendance reports.
 - Shannon always is available for any questions about the budget.
 - Shannon overviewed our enrollment and what we are required to have as a program.

Discussion and Request for Approval- Shannon Phelps, Early Childhood Programs Director

- Approval of Community Reps
 - TaeQuan Allen Traverse Heights –
 - Motion to Approve TaeQuan – motioned by Melanie Chanie, seconded by Brittney Burke, motion carried.
- Non-Federal Match (NFM) Waiver Request
 - The program is required to collect non-federal match. Shannon provided an overview of non-federal match, and in-kind as a subset.
 - The program must match federal funding with 20% non-federal match
 - Our main sources of non-federal match include a match provided through state preschool funding and contributions by program families in the form of volunteer hours.
 - There are set goals per enrolled child, 4 hours per month from Head Start Preschool Center Based families, 7 hours from Home Based families and 8 hours per month from Early Head Start Center Based families (can include drive time to and from center).
 - As a program, we have collected 1.4 million so far and we are asking for a waiver in the amount of \$189,339. This is based on current collection, the amount of NFM obligation remaining, and the average amount collected per month throughout the course of the year.
 - Shannon talked about Learning Genie and how to use it for in-kind.



- A couple of parents stated that they are having issues with Learning Genie; Melanie offered to show parents how to utilize the program.
- Melanie offered to stay after to show some parents how to use Learning Genie. There was mention of having a virtual training for Learning Genie.
- Parents asked for a better explanation on Learning Genie and how it works with In-Kind.
- Request for approval to submit a Non-Federal Match Waiver in the amount of \$189,339
 - 1303.4 Federal Assistance; Head Start Act 640 (b) (1) Lack of community resources may prevent the Head Start agency from providing all or a portion of the Non-Federal Match that may be required
 - Motion-Grace, second by Tabitha, motion carries.
 - This will go to the board next Thursday, then will be submitted to the Office of Head Start

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?

Election Procedures and Executive Committee Roles

- Shannon went over election procedures and executive committee roles. Check the By-Laws starting on page four.
- Elections will be held in December and each Executive Committee roles are explained. Shannon mentioned that treasurer, secretary and parliamentarian positions have not been held in several years.
- Shannon explained the Executive Committee Responsibilities
- New roles start in January

Recognition of Members Leaving Policy Council

- Kat Byers and Blair Cole

Personnel

- Motion to approve personnel, motioned by Rose Shaw, seconded by Grace Ogden, motion carried.

Meeting adjourned at 12:04pm

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 12, 2024

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

Chair – Blair Cole; Vice Chair – Rebecka Kenwabikise; Secretary – Open; Treasurer – Open; Parliamentarian- Open; State Delegates – Kat Byers, Melanie Chaney; Alternates- Rebecka Kenwabikise, Open