



Meeting Minutes
Policy Council Meeting
Date: September 12, 2025
Time: 10:00 a.m. – 11:56 a.m.
Location: Kalkaska Conference Room

Present: Brittney Burke, Ivy Thompson, Kayla Cook, Melanie Chaney, Rosalyn Alfsen

1. Call to Order and Welcome

- **Chairperson:** Melanie Chaney, Policy Council Chair
- The meeting was called to order at 10:00 a.m. by Melanie Chaney.

2. Roll Call and Quorum

- Roll call was conducted, and quorum was established.

3. Review and Approval of Agenda

- Melanie Chaney provided an overview of the agenda.

4. Approval of Previous Minutes

- Motion to approve minutes from the last meeting:
 - **Motion:** Brittney Burke
 - **Second:** Kayla Cook
 - **Outcome:** Motion carried
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5. Agency Connection – Kerry Baughman, NMCAA Executive Director

- Welcomed members and highlighted the importance of starting the new year strongly.
 - Discussed upcoming **2026 budget** and the **self-assessment process**, emphasizing the significant effort involved.
 - Noted potential anticipated flat funding for the coming year.
 - Encouraged members to support NMCAA through:
 - Engaging on social media (Facebook, Instagram)
 - Listening to the agency’s podcast
 - Sharing comments and feedback
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6. Grounding Activity – Family Engagement Specialists

- **Facilitator:** Kim Micham
 - Overview of **Family Needs Assessment** and **Family Outcomes Tool:**
 - Surveys are critical in identifying family needs and measuring outcomes.
 - Posters with QR codes are available in classrooms to promote survey participation.
 - Discussion on family routines and transitions into the new year:
 - Members shared successes and challenges related to routines after summer break.
 - Key Note: Completing surveys before the first home visit provides valuable information to home visitors.
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7. Program Information Summary – Mini Management Team

- **Monthly Updates**
 - Appreciation extended to members who attended the September 3rd special meeting. The Nutrition Supplement Amendment request has been submitted.
 - Shannon called for questions related to the program information summary sheet.
- **Enrollment and Attendance**
 - Target enrollment remains at 97% minimum
 - Current status:
 - Head Start (HS): 84% enrolled (32 families accepted, awaiting enrollment)
 - Early Head Start (EHS): 77% enrolled (43 families accepted, awaiting enrollment)



- Ongoing efforts include:
 - Utilizing waitlists and reaching out to families who have not yet responded to calls.
 - Connecting with collaborative partners at the ISD, Health Department, etc. for referrals
 - Asking staff to prioritize acceptance calls and complete recruitment applications
 - Sending out postcards to families for children under 5 from a list we received from DHHS.
 - Members noted challenges for two-parent working households in qualifying, though housing cost adjustments may be a consideration and over-income slots are available.
 - **Budget Updates**
 - Tight budget environment with flat funding projected despite rising costs.
 - Training and technical assistance budgets remain in place and funds are available for professional development.
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8. Discussion and Requests for Approval – Shannon Phelps, Child & Family Development Director

- **Self-Assessment Report & Program Improvement Plan**
 - Discussed continuous cycle of program improvement and how data informs the Self-Assessment process and sets the stage for process updates for the coming year.
 - Members reviewed the Self-Assessment report, emphasizing how participants' identified strengths and areas of focus informed recommendations and innovations for the coming year, and how those recommendations were incorporated into updates to program goals and the program improvement plan.
 - **Five-Year Continuation Grant (FY 2026)**
 - Reviewed baseline vs continuation grant cycle.
 - Reviewed program schedule and slot distribution for the program year.
 - Planned operations and T&TA budgets for fiscal year 2026 were reviewed.
 - Non-federal share requirement: **\$3,273,866**.
 - **Motion:**
 - Motion to approve the NMCAA Head Start Self-Assessment Report and FY 2026 Continuation Grant.
 - **Motion:** Brittney Burke
 - **Second:** Kayla Cook
 - **Outcome:** Motion carried
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9. Advocacy and Funding Updates

- Federal funding update:
 - House proposal for fiscal year 26 noted no specific increase for Head Start, implying flat funding; Senate proposal included an \$85 million increase (\$77million specifically for a cost of living adjustment).
 - Final decision pending; there must be a continuing resolution or approved budget by October 1 to avoid a government shutdown.
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10. Member Sharing and Open Discussion

- Updates shared:
 - Continued conversation took place about community gardens (Missaukee, Cadillac Library, Rapid City) and opportunities for HS involvement. Melanie Chaney has taken the lead for the community garden in her area and shared she would be happy to talk to members who would like to do the same in their area.
 - Several members plan to create a quick Policy Council recruitment video to share with enrolled families.
 - Discussion about potentially hosting a Policy Council open house next year.
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11. Personnel Updates

- Approval of new staff was presented.
 - Motion to approve personnel:
 - **Motion:** Brittney Burke
 - **Second:** Ivy Thompson
 - **Outcome:** Motion carried
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12. Adjournment

- Meeting adjourned at **11:56 a.m.**
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Meeting Objectives (Reviewed)

1. Strengthening understanding of NMCAA and Head Start programs at local and national levels.
 2. Review and approve FY 2026 Continuation Grant.
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Next Meeting

- **Date:** October 9, 2025
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Council Officers

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]