



NMCAA Policy Council Meeting Minutes
Thursday December 11, 2025
10a.m.-12p.m.

Present: Amie Hose, Andrea Shafer, Autumn Minzey, Bethany Parent, Brigitte Matzke, Brigitte Young, Emily Ramer, Erin Recek, Kayla Cook, Kayla Kallier, Melanie Chaney, Melody Tincknell, Rosalyn Alfsen

Welcome and Call to Order

- Call to Order & Confirm Sign In (establish quorum, quorum established) – Melanie Chaney, Policy Council Chair
- Call meeting to order at 10:01am
- Roll Call
- Motion to approve last month's meeting minutes. Motion to approve meeting minutes from November, motion – Bethany Parent, second, Bridgett Young, motion carried.

Agency Connection- Kerry Baughman, NMCAA Executive Director

Grounding Activity- Family Engagement Specialists

- Melanie/Kayla did the engagement activity on resilience.
 - Activity focuses on resilience and identifying personal support systems. Key discussion points included protective factors, symbols of resilience using, and reflections using analogies such as the dandelion and references like 'The Rose That Grew from Concrete' by Tupac Shakur and The Lighthouse Effect by Steve Pemberton.

Executive Committee Elections- Melanie Chaney, Policy Council Chair

- Melanie discussed how the nominations and voting work for open positions.
 - Head Start Delegates, 2 delegates and 2 alternates
 - Rose nominated herself, shared strengths, great advocate
 - Bridgette Young Alternate- strengths, motivated, more involved
 - Bethany State Delegate – Shared strengths, PC for 10 years on and off, on the BOD
 - Any other nominations called three times, floor closed and Motion Carries
 - Chairperson
 - Bethany nominated Melanie Chaney, accepted
 - Any other nominations called three times, floor closed and Motion Carries
 - Melanie described her strengths.
 - Vice-Chair with position description
 - Bethany and Melanie nominated Kayla Cook, accepted
 - Any other nominations called three times, floor closed and Motion Carries
 - Kayla described her strengths
 - Treasurer – Melanie went over Treasurer position
 - Bethany nominated Brigitte, and Kayla seconded.
 - Brigitte accepted
 - Any other nominations called three times, floor closed and Motion Carries
 - Floor closed
 - The secretary – agenda, take minutes
 - Amie Hose nominated herself
 - Any other nominations called three times, floor closed and Motion Carries
 - Parliamentarian job description
 - Any other nominations called three times, floor closed
 - Position still open
- Congrats to everyone

Program Information Summary- Mini Management

- Manager updates – what's included
 - Always one in your packet
 - Overview of each area with Updates
 - Monthly Manager report
 - Information Memorandums and Program Instruction updates from the Office of Head Start



- Budget, enrollment and attendance reports
 - These get digs into the budget
 - There is a financial graph that is completed every month.
 - EHS and HS have separate budgets (each have an operations budget and a Training and Technical Assistance budget)
 - Talk about nonfederal matches, GSRP, volunteer, in kind activities
 - Parent activities have gone up a lot in the past year.
 - Kristin has made amazing graphs that helps everyone see where they are on the goals.
 - Brief description of in kind
 - Attendance and enrollment reports (reviewed report received by Policy Council members)
 - 97% enrollment or above was met for both Early Head Start and Head Start Preschool in November
 - Average daily attendance- look to meet 85 percent or above

Center Based Teacher Qualification Waiver Request- Shannon Phelps, Child and Family Development Director

- A Center Based Teacher Qualification Waiver Request was submitted for Tia Johnson (Chums Preschool)
- A motion to approve submission of the center based preschool teacher qualification waiver request for Tia Johnson was made by Bethany Parent, second by Kayla Cook, motion carries

Great Start Collaborative Update-- Lauren Dake, Family Liaison

- Lauren provided an update on the Grand Traverse Bay Great Start Collaborative.
- The group continues to meet, despite elimination of funding at the state level.
- There are upcoming family fun days in Antrim County and GT County.

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

- Tripartite Structure training
- Break into groups to do some activities to get understanding of Policy Council, the Board and Management
 - Note of themes for each section listed above
 - Management day to day
 - Policy Council program direction, approve and submit to the board
 - The Board – has final oversight and governance as a whole, review and approve
- Shannon described the Head Start Act, Head Start Program Performance Standards and electronic code of federal regulations
- Leadership
 - Set program direction
 - Exercise fiscal and legal oversight
 - Make sure everything balances

Personnel

Paige Razzano/EHS Teacher	Early Learning Center, Discovery, EHS classroom
Anna Bjoraker/Family & Center Specialist	Early Learning Center, Mancelona, EHS classroom
Rebecca Russell/EHS Classroom Aide	Early Learning Center, Discovery, EHS classroom
Jennifer Lutke/ HS Sub- Lead (long term)	Missaukee 1

Motion to approve personnel, motion Bethany Parent, second Kayla Cook, motion carried.

Adjourn 12:05pm

Meeting Objectives

1. Better understanding of NMCAA and Head Start locally and nationally



2. Introduction to Policy Council

Next Meeting January 8th, 2025

*Chair – Melanie Chaney; Vice Chair – Kayla Cook; Secretary – Amie Hose; Treasurer – Brigitte Matzke; Parliamentarian- Open;
State Delegates –Bethany Parent, Rosalyn Alfsen; Alternates-Brigitte Young, Open*