



NMCAA Policy Council Agenda
Thursday January 8, 2025
10a.m.-12p.m.

Present: Amber Martin, Amie Hose, Audrey Ryan, Brigette Young, Kayla Cook, Kevin Burris, Lindsay Truckner, Melanie Chaney, Rosalyn Alfsen, Erica Burris, Bethany Parent, Jennifer Gilbert, Ashley Beemer, Andrea Shafer, Emily Ramer

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

- Call to Order & Confirm Sign In (establish quorum)
 - Quorum established
- Approval of prior month's meeting minutes
 - Motion, Kayla, Rosalyn, motion carried

Agency Connection- Kerry Baughman, NMCAA Executive Director

- Kerry thanked everyone for coming and acknowledged the challenging financial landscape a number of agency programs have been navigating
- Parent voice has made a positive impact on continued Head Start funding
- If any members are interested in hearing about a specific agency program, please share with Teasha or Shannon and Kerry will touch on those topics at future meetings

Tax Prep Program Updates- Justin Marcum, Tax Education and Outreach Specialist

- Free tax preparation is available for households making \$100,000 or less
- In person appointments and drop off locations are available
- 3,722 returns completed last year, with an average return of \$1,400
- Reach out to Justin with any questions

Program Information Summary- Mini Management

- The Program Information Summary is shared monthly in the Policy Council folder and contains system and service updates from each component area lead
- We recently received our fiscal year 2026 notice of award
 - We have been granted full funding for the year
- Continued work is taking place on the Change in Scope process
 - This work is being done in collaboration with a contractor
 - Change in scope will focus on service updates to meet community needs, enhance program efficiency and quality, and increasing staff wages to stay in line with similar community positions
 - Examples of the ways the program has been responsive to community need in the past include:
 - Opening an infant/toddler room in Traverse City to provide service to teen parents so they can continue their education
 - Exploring a summer program in Cadillac last summer (interest forms did not support implementing at that time)



- Budget, enrollment and attendance reports
 - The enrollment/attendance report and budget and NFM comparison were shared and Shannon called for questions
 - Recruitment and enrollment for this year is ongoing
 - Full enrollment initiative
 - We are expecting to receive a letter/correspondence regarding our enrollment in the full enrollment initiative soon
 - We have maintained 97% or higher enrollment in both Head Start and Early Head start this program year
 - We do utilize reserved slots for targeted recruitment efforts to reach families experiencing homelessness and children in foster care- reserve slots used can equal up to 3% of our funded enrollment
 - If reserved slots are used, that is noted in the enrollment/attendance report each month
 - Non-Federal Match (NFM) Update
 - NFM collection for 2025 was the highest collection in over 5 years (\$2,321,250.59 has been input as of this point through the end of December)
 - The NFM requirement for 2026 is over 3M
 - Inkind completed in 2025 can continue to be turned in until the grant year is closed out (likely March)
 - Budget training
 - Shannon reviewed the key points of the budget.
 - It takes a few weeks following the close of the month to receive all invoices
 - There are several different budgets included in the budget report
 - Operations budgets for both Head Start and Early Head Start
 - Operations budgets include the majority of funds, essentially everything except major professional development spending
 - “Total Budget Revised” refers to the amount of funding at the beginning of the fiscal year
 - “YTD Budget Variance Revised” refers to the amount of funding remaining for the year
 - “Current Period Actual” refers to the spending for the month noted at the top of the budget sheet
 - “Current Year Actual” refers to the amount spent since the beginning of the fiscal year
 - NMCAA’s fiscal year runs a calendar year: January-December
 - Training and Technical Assistance (T&TA) budgets for both Head Start and Early Head Start
 - Funds in these budgets are used solely for professional development opportunities
 - These may include payment for college courses or certifications, attendance at conferences or local trainings,



contracting with presenters to offer sessions for agency staff, etc

- Complete T&TA budgets are shared for approval with Policy Council each year, typically in September, along with the operations budgets in preparation for submitting the continuation or base grant

Quarter 1 Data Review

- Small group activity
 - Policy Council broke into 3 groups to review the quarter 1 program information postcard staff were present to answer questions

Member Feedback

- Family Corner
 - Members participated in small group sharing to discuss a new way to set up the webpage where the family corner is located and what improvements could be made.
 - Feedback was collected and Stacey Parent, Parent Family and Community Engagement Manager, will be working with our Marketing Manager, Erika Austin, to work on updating the page

Member Sharing

- Questions, NMCAA programs?
- A question was asked about the supplemental nutrition grant and if that funding will continue
 - Spending is currently on pause until a carryover request can be completed
 - A carryover request can be submitted after fiscal year 2025 closeout is completed
 - A request to submit the carryover request will first come to Policy Council- likely in March

Community Rep Vote for Grand Traverse County

- Motion to Vote for Lindsay Truckner as community rep. made by Melanie Chaney, second by Bethany Parent

Personnel

- Jen Lewis for R&H
 - Motion by Bethany Parent, second by Kayla Cook, motion carries

Adjourn at 11:52am

Meeting Objectives

1. Better understanding of NMCAA and Head Start locally and nationally
2. Quarter one data review

Next Meeting February 12, 2026

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