



NMCAA Policy Council Meeting Minutes
Thursday November 13, 2025
10a.m.-12p.m.

Present: Amber Martin, Amie Hose, Audrey Ryan, Autumn Minzey, Bethany Parent, Erin Smith, Jennifer Gilbert, Jessica Molitor, Kayla Cook, Lindsay Truckner, Melanie Chaney, Rosalyn Alfsen, Courtney Goode

Welcome and Call to Order

- Call to Order & Confirm Sign In (establish quorum) – Melanie Chaney, Policy Council Chair
 - Roll call done via sign in; quorum established
- Mentorship Engagement (small groups)
 - Something new this year.
 - Shannon gave a brief description of the Mentorship Engagement
 - Broke into small groups where members can discuss with current members about Policy Council
 - Thank you for considering being apart from this group. Talks about differences in the viewpoints of the council policy. Wants parents prospective.
 - PC Members at the tables did a small activity and introduced themselves.

Brief overview: “What is Policy Council and why it matters” – Shannon Phelps, Child & Family Development Director

- Thank you for considering being apart from this group. Talks about differences in the viewpoints of the council policy. Wants parents prospective.
- Dru O’Connor, Alicia Temple and Jessica Booms introduced themselves to the group.
- Policy Council binder key sections
 - By-laws
 - By-laws will be reviewed at the next meeting
 - Job description
 - Shannon went over the job description of Policy Council.
 - Promote Family Involvement
 - Share your story
 - Sub-committee’s ie Self-Assessment
 - Review the conflict-of-interest form
 - Broke into small groups to go over conflict of interest form.

Agency Connection – Kerry Baughman, NMCAA Executive Director

- Kerry introduced herself to everyone.
- Working at NMCAA for 20 years
- NMCAA has several programs
 - Locally governed
 - Kerry did an overview of programs offered
- Policy Council is a huge part of our organization, a key component.
 - Talked about goals for Policy Council
 - Kerry is a connector to the entire organization, bringing information from the agency.
 - Policy Council can be lifechanging



Member Insight – Melanie Chaney

- Melanie talked about how she started attending Policy council
- Talked about the support she received through Policy Council and NMCAA

Administrative Items

- Approval of minutes from October meeting – Melanie Chaney
 - Melanie reviewed how approvals work and voting as a PC member
 - Motion to approve, Kayla Cook, motion, second Rose Alfsen, motion carries

Policy Council Introduction and Program Overview

- Meeting Schedule and Introduction to SharePoint
 - Shannon reviewed where the documents are located and if you have trouble looking at the documents.
 - Went over where to find the bi-laws and how things run at Policy Council
 - Went over the 23-24 Annual Report – group activity to look at page 6 of the report1
 - Small groups went over the program and what stood out. (Homeless, slots)
 - Shannon talked about enrollment and that CFD has full enrollment.
 - Child & Family Program Development Profile (PIR overview)
 - Shannon went over the meeting schedule
- Policy Council binder key sections
 - By-laws
 - Will be revised a different day.
 - Job description
 - Shannon went over the job description on Policy Council.
 - Promote Family Involvement
 - Share your story
 - Sub-committee's ie Self-Assessment
 - Review the conflict-of-interest form
 - Broke into small groups to go over conflict of interest.
- Program Overview and Accomplishments
 - Annual Report and PIR highlights
 - This was done somewhere else

Action Items

- Community Representative Approval
 - Motion to approve Melanie to be community rep, second Bethany, Rose, all those in favor, motion carries

Review of Officer Roles, December Election

- Melanie went over the roles of Policy Council
- December, we vote to elect a new executive committee
 - Shannon reviewed the roles of Policy Council Executive Committee.
 - Small groups to go over the roles.
 - Melanie asked if anyone had any questions and went over how elections will work in December.



Acknowledgement of Outgoing Representatives- Shannon Phelps

- There is one member that is leaving Policy Council and she is not at the meeting.

Personnel

Nicole Smith Assistant Teacher	CFD. Mesick 1
Tia Johnson, Lead teacher	HS/GSRP, Chums 1
Aubrey Sheffer, Assistant teacher	HS/GSRP, Chums 1
Greg Norris, Sub	HS/GSRP, Houghton Lake, Roscommon, Missaukee
Trinity Canfield	HS/GSRP, Missaukee
Madison Rohring	HS/GSRP, Lincoln Street 1
Kristy Zak	Chums 1 HS/GSRP
Danielle Bowers	Site Supervisor

- Motion to approve personnel, motion Jennifer Gilbert, seconded Erin Smith, motion carried.

Reflection and Connection

- One Word Check-Out OR *“One Thing You’re Taking Away”*

Adjourn

Meeting Objectives

1. Better understanding of NMCAA and Head Start locally and nationally
2. Introduction to Policy Council

Next Meeting December 11, 2025

- Executive committee elections,
- By-laws Q&A

Chair – Melanie Chaney; Vice Chair – Kayla Cook; Secretary – Samantha Haggerty; Treasurer – Brigitte Matzke; Parliamentarian- Grace Ogden; State Delegates –Brittney Burke, Rosalyn Alfson; Alternates-Brigitte Matzke, Open