



NMCAA Policy Council Minutes  
Thursday December 14, 2023  
10a.m.-12p.m.

Present: Alyssa Witowski, Blair Cole, Brittany Gottschall, Crystal Abranski, Erica Gaylord, Jasmin Niersel, Kathleen Byers, Malanie Chaney, Rebecka Kenwabikise, Tiffani Evans, Shanae Selleck

Official Call to Order- Kat Byers, Policy Council Chair

- Roll call-Approved by Rebecka Kenwabikise, Second by Melanie Chaney
- Approval to use roll call as attendance (establish quorum)-Approved by Blair Cole, Second by Melanie Chaney
- Review of agenda-Approved by Blair Cole, Second by Melanie Chaney
- Approval of minutes from last meeting-Approved by Rebecka Kenwabikise, Second by Melanie Chaney

Agency Connection- Kerry Baughman, NMCAA Executive Director

- NMCAA Board of Directors
  - $\frac{1}{3}$  public officials, one private citizen,  $\frac{1}{3}$  are individuals who have used our services. 24 total board members. Six of those are past parents, including the chairperson.
  - Policy Council approves the public citizen seat. We currently have openings.
  - The Board of Directors is currently an in person meeting. They are considering offering a virtual option.

Grounding Activity- Family Engagement Specialists

- Members introduced themselves, shared their location, what they like about the program so far, and what they appreciate about the Policy Council. Words to describe PC experiences: Comfort, community, big difference, supportive, helpful.
- Stacey Parent described the Family Engagement Specialists role in supporting families. Stacey shared a resilience activity from our parent curriculum, Your Journey Together, using rubber bands. She asked us to reflect on our supports, our identity, and our hobbies to think about how we bounce forward.

Program Information Summary- Mini Management

- Budget, enrollment and attendance report
  - An overview is included in the monthly packets. The Treasurer will take a more in depth look.
  - Alicia Temple shared that our enrollment has increased to HS 95%, EHS 87%, GSRP 81%, HS HB 97%. This is a huge accomplishment.
- Discussion and Request for Approval- Shannon Phelps, Early Childhood Programs Director
  - Approval of Community Reps took place last month.
  - The non-federal match request was approved by the Office of Head Start (OHS).
  - OHS is looking at a revision of the Head Start Program Performance Standards. The Program Information Summary contains a link for more information on the proposed rules. You are welcome to comment on the rules. The timeline for making comments is 1-19-24.

Leadership and Governance Training- Shannon Phelps, Early Childhood Programs Director

- Mission Possible PowerPoint presented by Shannon Phelps.
  - Reviewed the Head Start Act, HSPPS (Head Start Program Performance Standards), Uniform Guidance, and [ECLKC](#).
  - Leadership and Governance Composition-Board, Policy Council, Management Staff=Joint Leadership
  - Shared Head Start Governance Book
  - Break out groups-Introductions took place. An activity was completed to clarify roles and responsibilities of the NMCAA Board of Directors, Policy Council, and Management Staff.

#### Election of Officers

- Kay Byers reviewed the election process. The process is also provided in your packet (last page). Those on Zoom can also vote. Shannon shared a phone number for parents to text their vote.
  - Chairperson-Kat Byers nominated Blair Cole
    - Chairperson-Blair Cole
  - Vice-Chairperson Nominations: Kat Byers nominated Rebecka Kenwabikise
    - Vice-Chairperson-Rebecka Kenwabikise
  - Treasurer Nominations:
    - Treasurer-Remains Open
  - Secretary Nominations: Kat Byers nominated Tiffani Evans
    - Secretary-Tiffani Evans
  - Parliamentarian Nominations:
    - Parliamentarian-Remains Open
  - MHSA Delegate Nominations: Kat Byers nominated Melanie Chaney, Melanie Chaney nominated Kat Byers, Rebecka Kenwabikise self-nominated.
  - MHSA Delegate-Melanie Chaney
  - MHSA Delegate-Kat Byers
    - Alternate-Rebecka Kenwabikise
    - Alternate-Remains Open

#### Personnel

- None

#### Adjournment

- Approved by Melanie Chaney, Second by Rebecka Kenwabikise

#### **Meeting Objectives**

1. Better understanding of NMCAA and Head Start locally and nationally
2. Explore Program Governance Roles
3. Election of Officers

**Next Meeting January 4, 2024-We may be meeting in a new location.**

*NMCAA Vision NMCAA leads in strengthening our communities by empowering people to overcome barriers, build connections and improve their quality of life*

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