



NMCAA Policy Council Agenda
Thursday January 4, 2024
10a.m.-12p.m.

Attendance: Alyssa Witowski, Blair Cole, Erika Gaylord, Eryn Krajewski, Grace Ogden, Jasmin Niersel, Malanie Chaney, Kat Byers

In Person: Grace Ogden, Malanie Chaney, Kat Byers

Via Zoom: Alyssa Witowski, Blair Cole, Erika Gaylord, Eryn Krajewski, Jasmin Niersel

Official Call to Order- Blair Cole, Policy Council Chair

- Roll call
- Approval to use roll call as attendance (establish quorum)
 - Melanie Cheney, Alyssa Witowski
- Review of agenda
- Approval of minutes from last meeting
 - Melanie Cheney, Blair Cole

Agency Connection- Kerry Baughman, NMCAA Executive Director

- NMCAA Board of Directors - as PC members, there are opportunities within the Board.
- $\frac{1}{3}$ of Board is publicly voted in, $\frac{1}{3}$ are private citizens, $\frac{1}{3}$ of Board are consumers (individuals who have used NMCAA services)
- Consumers must be democratically voted in, Policy Council votes these individual in, often these individuals come from Policy Council
- This process: Vacancy is announced, look for nominations from the floor, can also nominate themselves, once nominations are closed, nominations are seconded and then voted upon after saying a few words about themselves. At times nominations will come from outside of Policy Council, Kerry then shares this nomination
- Opening announcement - Consumer sector seat in Benzie County, we do have the ability to be county or area specific; we are area specific to area today (Benzie, Leelanau, GT, or Kalkaska County residents)
 - Opening floor for nominations
 - Kat Byers nominated Melanie Cheney, Melanie accepted - no other nominations
 - Alyssa Witowski seconded
 - Nominations closed
 - Motion carries

Grounding Activity- Family Engagement Specialists

- Last month discussed resiliency
- Circle of Security is a great resource to support connections; shared video
- Parent sharing

Interpreting the Head Start Budget- Shannon Phelps, Early Childhood Programs Director

- Every month PC folder will contain the budget
- Focus on financial statement this months, typically a month behind for PC due to it taking time to finalize
 - Top of page titles the budget - HS, HS T & TA, EHS, EHS T & TA, Child Care (Collaborative Centers)

- Revenues - money coming in
- Expenditures - money we have spent, this may be the most important thing to look at, as it changes the most
- Administration - 20
- Services - 30 - this is the largest amount of spending each month
- Across the top - look first at Total Budget Revised - this is the amount dedicated to the line item for the entire year
- Current Year Actual - this is how much we have spent this program year so far
- Current Period Actual - this is how much was spent that month for this line item
- There is also a page with charts, it is more of an “at a glance”
 - Percent Total Budget Remaining Revised - this percentage is what you see reflected on the “At a Glance” budget - this is how much is left for the year
- Policy Council members participated in an activity requiring to search for specific budgets, line items, and categories to help with enhanced understanding
- Individuals are encouraged to reach out if there are ever questions about the budget

School Readiness Goal One Pager- Shannon Phelps, Early Childhood Programs Director

- Reminder of our focus for the year, supporting growth in these areas
- These are the goals that are honed in on from the data we look at quarterly for child assessments 0-5

Program Information Summary- Mini Management

- Under Enrollment Initiative
 - We are not at 97% enrollment, OHS has reached out and is enrolling us in a full enrollment initiative - they will support recruitment and remove barriers. We will embark on this journey January 2024-December 2024, whether we meet the 97% or not during this time.
 - At this time EHS is at 92%, HS is at 95% - we have made much progress, last year at this time we were closer to 75% enrollment
 - We are working with MiECC (new data system for applications) with the different Intermediate School Districts (ISD’s); this will streamline our recruitment with the ISD’s
 - We will move classroom and home-based slots to meet the needs of the waitlists to support full enrollment
 - Last year, we updated our enrollment criteria, which has support enrolling families that have the most needs
 - We plan to review the Community Needs Assessment closely this year to support meeting the needs of areas with the most needs
- School Readiness and Quarterly Data Dig Review
 - EHS HB: Language and Literacy tend to be our lowest area, this matches our IFSP’s (diagnosed disabilities), as they tend to focus on language delays. EHS shares individual assessments quarterly, are able to set child goals with parents, plan weekly activities and leave extension activities with families, as we are only in the home for an hour and a half at the time. Language and literacy is a focus of our EHS Academies and our Coaching
 - HS direct operated: This is a fun time of year, as we are starting the new goals for the next year. First area is our general school readiness, broken down HS separate from GSRP. Math is always our lowest, and literacy tends to be close to math. These rates are pretty close to previous years. It is common for these numbers to be low in the fall. The growth over the year will be phenomenal. GSRP is not part of our school readiness goals, but it is

nice to see their progression. Cognition (20a) stood out at 46%, this score represents the children able to count 1-20 - we chose this because this is an expectation our kindergarten classrooms have. This is a focus for teachers in the classroom and for teachers to support families in supporting counting in home. Literacy (16a - recognizing letters) is a planned focus for the second half of the year, so that children are identifying letters in the classrooms and supporting families in making this part of their routine (example of this is the letter game on car trips). The alphabet and numbers are something they need to memorize, the more this can be made into games and part of their routine will support this.

- EHS CB/HS CC's: Expectations are more rigorous the older children get within our assessment. Mismatches between HS and Collaborative Centers (CC's), HS has about half 3 year olds, and half 4 year olds - CC's 20% are 4 year olds, the remainder are 3 year olds, meaning the expectations are different; we are comparing two different age groups in a sense. May have higher social emotional markers because many of the CC children are already familiar with their environment. EHS CB - language, as with HB, tends to be low, at this age, physical is high, they are on the move! Digging into lesson plans to ensure intentionality.
- Medical homes
 - Why are medical homes lower At End of Enrollment v At Enrollment, if family identifies they have a medical home at application, they are marked Yes At Enrollment.
 - They are not marked Yes At End of Enrollment until the physical is received, so if we have many newly enrolled families, we may be waiting on documentation of the physical or dental.
 - We need to clarify the heading "end of enrollment" on the data postcard
 - End of enrollment reflects the current quarter numbers, rather than end of year

Personnel

- None

Give Away - putting all PC reps in drawing, if parent isn't here, closest staff will bring to them, bag then goes to their center or home visitor/socialization space

- Chums 1

Positions continue to be open:

- Treasure
- Parliament
- Alternate for State Rep

Meeting location:

- Is Mancelona a barrier?
- McBain was presented, but very south for many reps
- Kalkaska library?
- NMCAA Conference room when it is transitioned to a larger space

Motion to End Meeting

- Melanie Cheney

Meeting Objectives

1. Better understanding of NMCAA and Head Start locally and nationally
2. Understand how to read the Head Start budget
3. Dive into First Quarter Data

Next Meeting January 4, 2024

***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