



NMCAA Policy Council Minutes  
Thursday May 9, 2024  
10a.m.-12p.m.

**Present:** Blair Cole, Melanie Chaney, Kat Byers, Rebbeka Kenwabikise, Erica Gaylord, Grace Ogden, Jasmine Niersel, Shanda Lee, Eryn Krajewski

**Absent:** Alyssa Witowski, Amber Babcock, Chelsea Richards, Heaven Deschene, Katie Merrit, Shanae Selleck, Shyann Chriscoe, Thiana Carpenter, Tiffany Evans

**Welcome and Call to Order- Blair Cole, Policy Council Chair**

- **Roll call-** 8 attendees
- **Approval to use roll call as attendance (establish quorum)**
  - Motion to approve Kat Byers, Melanie Chaney 2nd Motion Approved
  - Quorum was not established, but all Executive Committee Members were present.  
Requests and approvals noted below reflect standard Policy Council processes. An official call for approval of each motion presented will take place by vote of the executive committee, following this meeting, as allowed for in the Policy Council By-Laws(Article 7, Section 2- Meetings: The Executive Committee may take required or permitted action without an in-person meeting if all members of the Committee consent to the action in writing or by electronic transmission.)
- **Review of agenda**
- **Approval of minutes from last meeting**
  - Motion to approve Melanie Chaney, Kat Byers 2nd Motion Approved

**Grounding Activity- Family Engagement Specialists**

- Stacey Parent - Talk Back to Your Unhelpful Thoughts from Center for Early Childhood Mental Health Consultation, Georgetown University Center for Child and Human Development.
  - All or Nothing Thinking
    - Challenge: Instead of thinking in an “either-or” way, try to think in shades of gray. Evaluate the situation on a scale of 0-10. Think again about partial success and reevaluate, on a scale of 0-10.
  - Filtering out the Positive
    - Challenge: Try to be as kind to yourself as you would be with a friend. Review the day’s events and focus on all of the positive things that went right. For every negative thing you think of, try to also focus on one positive thing.
  - Overgeneralization
    - Challenge: Remind yourself that a single negative event doesn’t mean it will truly last forever. Think of a specific time when a single negative experience did not have a long lasting outcome.
  - Jumping to Conclusions
    - Challenge: Ask yourself, “Do I really know this to be true?” If no, focus on the things that you do know are true and which pieces of information you still need to make a realistic assessment.



- Catastrophizing:
  - Challenge: Try to take the event for what it is and do not let your mind go astray.
- Emotional Reasoning:
  - Challenge: Seek out the opinions of trusted friends or family to evaluate whether your thoughts
- Should Statements:
  - Challenge: Think about the advantages and disadvantages of your thoughts, feelings and or behaviors. Are you gaining anything from your thoughts or feelings? Discuss with a friend or family member to determine the accuracy of your thoughts.
- Personalization:
  - Challenge: Carefully evaluate the situation to figure out if you really have any responsibility for the results. Identify other, outside factors that may be impacting the outcome.
- Parents shared different ways that they are breaking the patterns of thinking and reacting within their own home.
  - Consider the why behind your parenting choices.
  - Create expectations for avoiding words like “stupid” and help them broaden their feelings vocabulary to express their feelings, frustrations, etc?

#### **Agency Updates and Connections- Kerry Baughman, Executive Director**

- Kerry did not attend.

#### **Program Information Summary- Management Team**

- Enrollment Updates (Alicia Temple) - 98% (between HS and EHS) enrolled
  - Started April 1st for early acceptance for highest priority children. So far 100 children accepted for Fall 2024. Returners, foster children and homeless children. Will continue with early acceptance through May.
- Budget Report (Shannon Phelps)
  - Budget tracking close to expectations. Limiting expenditures at this time. Unable to fill GSRP slots resulted in over \$100,000 deficit. Impact on HS budget as a result of blended slots.
  - Wage increases continue to be a priority. Considering specific line items that could be eliminated and funds moved to wages.
- Family Engagement (Stacey Parent)
  - Chums: Grand Traverse Public Library Book mobile, library cards, etc.

#### **Requests for Approval - Quorum not achieved. Approval will go through executive committee**

Consider the following questions as you listen to the requests for approval:

1. How might this benefit children and families?
2. How does it align with our vision statement?
3. What other thoughts or ideas should be considered?



- **Self Assessment Plan - Motion to approve Melanie Chaney, 2nd Kat Byers - Motion Approved**
  - Ongoing monitoring across programming drives topics for self assessment.
  - Management personnel facilitate self assessment groups based on the identified topics.
    - Groups identify strengths, opportunities, course corrections, innovations and action steps to strengthen process, policies and procedures.
  - Alicia shared out the ERSEA topics
    - What barriers do families have to complete the application? What barriers do families have to complete orientation/enrollment after being accepted? What are the reasons why a family may decline a spot when it is offered to them?
    - How can we use the Community Needs Assessment to better prioritize our Eligibility Criteria?
  - Stacey PFCE How are we embracing all family configurations
    - How are we embracing all family configurations (fatherhood, DEIA)?
  - Abria Morrow
    - How can we build a connection between the Child Information Record, Medication Authorization Log, Emergency Care Plan, and the Health and Allergy Monitoring Form to ensure compliance?
  - Shannon Phelps summarized the remaining topic areas including Workforce Development and School Readiness Goals
- **Cost of Living Adjustment (2.35%) and Inkind Reduction in proportion to FY 2024 baseline grant - Motion to approve Kat Byers, Rebbeka Kenwabikise 2nd - Motion Approved**
  - COLA
    - Personnel: HS \$119,218, EHS \$63,491
    - Fringe Benefits: HS \$35,1044, EHS \$29,115
    - Contractual: HS \$10,485, EHS \$12,254
    - Indirect: HS \$16,481, EHS \$10,486
    - Total: HS \$181,288,
  - Inkind reduction waiver
- **Transportation Waiver - Motion to approve Melanie Chaney, Kat Byers 2nd - Motion Approved**
  - Request to waive child safety restraint system requirements for children transported on a transit or public school bus.
    - All NMCAA owned buses have restraints in place.
    - Public school buses and transit vehicles would need to be retrofitted to accommodate appropriate child restraint systems and limit the seating capacity of the buses.
    - Cost to change out each seat is \$1,500, and the seat behind it must be empty.
  - Request to waive Bus Monitors on vehicles with less than 8 children riding on the route.
    - Bus monitors are in place on all transit buses.



- Cost for each bus monitor is \$10,000- without the waiver we anticipate the need for a minimum of 5 additional monitors (up to 15 this year).
- Head Start regulations require a monitor on all routes no matter the number of children. Michigan Child Care licensing requires a bus monitor on board when the 8th child is picked up.

- **One Time Funding Request - Motion to approve Melanie Chaney, Kat Byers 2nd - Motion Approved**

- Facilities Committee prioritized the requests
- A complete list of proposed projects was reviewed and is available in the Policy Council folder
- Requested Breakdown:
  - 100% non federal match waiver
  - Contractual: \$383,813
  - Indirect Cost: \$38,381
  - Total Expenditures: \$422,194

- **Change of Scope - Motion to approve Rebbeka Kenwabikise, Melanie Chaney 2nd - Motion Approved**

- Proposing the addition of a home based HS option with 10-20 slots. (32 home visits and 16 socializations)
- Slots could be especially beneficial for:
  - families planning to homeschool their children
  - families with children turning three between Sept 1 and Dec 1
  - families of children with diagnosed disabilities who could benefit from extra support at home and socialization.

- **Parent Guardian Stipend Policy - Motion to approve Melanie Chaney, Kat Byers 2nd Motion Approved**

### **Information/Parent Thought Gathering**

- **Program Nutrition** - Shannon shared the list of foods not served within CFD programming.
  - Parent discussion included:
    - Snacks and meals served meet CACFP guidelines. Specific options limited by vendor capacity. At centers where we make our own food we have more flexibility as to the variety of food that is served.
    - Limits on things like sodium, food coloring, sugar.
    - Food preference and allergy discussion at enrollment.
    - Be on the lookout for upcoming changes to meal pattern guidelines from USDA over the next 5 years.
    - Some of the items on the not served list may be healthy but pose a choking hazard.



- Partnered with MSU Extension for nutrition programs.
  - Snacks at socializations, prioritizing different foods, limited by those foods that may present a choking hazard. Continued focus. Welcome suggestions.
- **Staff Appreciation** - Shannon shared that this week is Teacher Appreciation Week. Consider a shout out or an opportunity to show appreciation for the classroom staff. Positive comments, little acts of kindness. Cards on table if the parents would like to take some to give to staff.

**Personnel - Motion to approve Kat Byers, Melanie Chaney 2nd Motion Approved**

- Samantha Schroeder Substitute - Roscommon Co. HS
- Shelly Stevenson Assistant Teacher - Charlevoix
- Ellen LaTulip Assistant Teacher - HS Traverse Heights

**Adjourn: 11:43am**

Health Services Advisory Meeting will take place directly after Policy Council, from 1-3

Meeting Objectives

1. Better understanding of Head Start locally and nationally
2. Consideration of Requests for Approval
3. Share thoughts on program food experience processes

**Next Meeting Jun 13, 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 – Open; Treasurer – Open; Parliamentarian- Open; State Delegates – Kat Byers, Melanie Chaney; Alternates- Rebecka Kenwabikise, Open*