



NMCAA Policy Council Minutes  
Thursday October 13, 2022  
10a.m.-12p.m.

**Present:** Amber Holmgren, Blair Cole, Kat Byers, Kodi Jarvis, Matt Gubancsik, Rebecca Lutz, Shyanne Chriscoe

**Absent:** Alice Tobin, Amber Dunham, Brittany Dagen, Brittany Schaub, Cady Briegel, Caitlin McSweeney, Carrie Ziegler, Channtylla Gross, Elizabeth French, Ember Simary, Jamie Paluck, Kaci Pulaskey, Liz Sobleski, Megan Biswanger, Tonya Weaver, Valarie Capeda

**Welcome - Kat Byers, Policy Council Chair**

- Call to Order, Roll Call (establish quorum and approve using roll call as attendance), Approval of Minutes from Previous Meeting, Review Agenda
- Kat called the meeting to order at 10:02am
- Kat used the roll call as attendance. Blair motioned to approve the roll call as attendance, supported by Matt, all were in favor and the motion was carried. Unfortunately, we did not meet quorum, but the whole executive board was present, and all motions will be approved through them.
- Blair motioned to approve last month's minutes, supported by Shy, all were in favor and last month's minutes were approved.

**Agency Reports**

- **Kerry Baughman, Executive Director**
  - Kerry thanked all the policy council reps and went over the transition into this new school year.
  - There is a new program starting up in November. The diaper program will be continuing and now will be able to help families with kids 36 months and younger provide things like diapers and food that they need for the child. This is a huge program that Kerry feels like we can directly help. This will start November 1<sup>st</sup> and as things develop, she will keep us posted.
  - We received a huge grant through My hope which helps families prepare for the winter months in their home to make them more efficient.
- **Leah Moskovitz, Housing & Energy Efficiency Services: Financial and Grant Manager**
  - Leah manages the HEES program to weatherize their homes. This means to prepare a house for the cold winter months, draining the pipes etc.
  - The funding for this program comes from the DOE or the LIHEAP
  - The families who are eligible for this program are based on a 3-month income. All documents are submitted and then processed. They also do an audit and the house must pass an inspection and have 3 a cumulative SIR greater than 1.
  - This is a 5-step process- Intake-energy audit- mechanical work-Shell work- Quality Control
  - **Intake-** Wait list by county, application packet,
  - **Energy Audit-** Scheduled by phone, initial paperwork, inspection, Data entered into the system, SIR is determined, and the client notified of continuation in the program.
  - **Mechanical work-** Scheduled by phone, contractor will call, two visits, one for the proposal and one for the work. Mechanical measures are installed.

- **Shell work**- Scheduled by phone, may take several days, shell measures are installed, duct sealing weather stripping etc.
- **Quality Control inspection**- Scheduled by phone by the inspector, checks for the safe and effective installation of everything.
- This is a one-time service. Homes cannot be weatherized if they have received services within 15 years. Weatherization stays with the address not the client.
- All of our Auditors and inspectors have a list of required certifications to partner with NMCAA.
- Home repair program is helping families that have emergent needs in the home. By phone they do an intake and then send out paperwork. This would include, broken service, leak in the roof, etc.
- Funding for the cost of the repair is 0% interest loan with no monthly payment if assistance is 250 or greater. Loans are payable at transfer of ownership.
- Community development block grant and the NMCAA funds are where this program gets their income. The fiscal year runs July 1<sup>st</sup> to June 30<sup>th</sup>.
- Currently servicing 9 counties in this program. Kaskaska and Roscommon both don't participate in this program because they have their own local home repair program.
- If this is something you are needing you can get the information on the NMCAA website
- Kodi asked: how many homes can you help service in one year for winterization- Leah said that around 150 homes. For the Home repair it depends on how much the repairs are and what budget the county has but its typically between 4-6 homes a year per county.
- Matt asked how do you communicate about this program to the parents? Kat said the policy council received the flyer so we have that, Leah also said its on our facebook, there is also the family engagement specialists that goes into the homes and can help parents with this process.

#### **NHSA Report Kat byers, Policy council Chair and Blair Cole, State Delegate**

- Both Kat and Blair attended the conference on Mackinaw Island.
- Blair said one of her take aways was really focusing on your elevator story, finding that quick blurb about yourself and your family in a short time and finding what is important in the family.
- Kat said that her biggest take away from the speaker is being true to yourself and finding out who you are, who you want to be and how can you grow into being comfortable with being your authentic self.

#### **Discussion and Request for Approval- Shannon Phelps, Early Childhood Programs Director**

- Teacher Qualification Waiver Request
  - Those of you were here for the August meeting we already did one of these.
  - This is a position at Lincon Street head start for Sarah
    - She currently has a CDA and is working toward her Associates due to complete that in the spring of 2023.
    - Shes is a current assistant teacher at Lincoln Street head start and has been employed with NMCAA since 2048. She is working towards her associate degree and is forecasted for program completion.
    - Kodi asked What would happen if Sara didn't fulfill her obligations to qualify. Shannon said at that point she would no longer be able to hold the position.
    - Requested motion: To submit a request to the office of head start for a center based preschool classroom teacher qualification waive er for Sara Wiltfang at Lincoln at head start. Amber motioned to approve, supported by Matt. All were in

favor and the requested motion was approved.

- **Competitive Workforce Incentive Policy**

- In an effort to remain competitive with similar area employers or state or federal entities, this pay will be provided as a financial incentive to staff. In order to receive these funds, staff must be current agency employees when competitive workforce incentives are issued.
- Developed in response to:
  - Competitive bonuses for the HEA Start Workforce ACF-IM-HS-22-04
  - Strategies to stabilize the head start workforce ACF-IM-HM-22-06
- This would allow us to give our staff up to quarterly but no less than yearly pay incentive. We want to be able to recognize and support our staff for all the hard work they have been doing this year.
- Matt Said thank you so much for working on this because our staff deserves this pay incentive and more importantly the retention of our good staff.
- The requested motion is to adopt the competitive workforce incentive policy effective 11/1 Amber motioned to approve, supported by Matt, all were in favor and the requested motion was approved.
- The next step in this is to bring it to the board for approval and once that is complete if it passes

**Questions to consider for approvals:**

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

**Program Information Summary- Management Team**

- There was one change to reporting requirements- The change is they moved the report time to no longer than 7 days to report an incident after it happens.

**Review of Budget, Enrollment, and Attendance Information**

- Head start operations budget= within 5% of projected spending, Early head Start operations budget was within 9
- Head start and technical assistance is on par and EHS has plenty to spend.
- Head Start enrollment is at 79% and EHS is at 82%. Total enrollment is at 81%
- Head start center-based attendance is 89% and EHS is at 90%
- Kodi asked if North Street head start was open, Shannon said it's not open yet, they are waiting for the fire suppression system.
- Mancelona site is just waiting on an inspection and they are good to open. Staff is in place for this classroom and are ready as soon as they get the go.

**Parent Meeting/Policy Council Communication**

- **How do we facilitate this?**
  - This has been on the radar for a little while, we want to make sure that the communication to our parents is going smoothly and thinking about ways to boost that communication ex) sending out an email google doc and asking parents specifics on how the parent meeting went, things to change or questions you might want to ask the policy council. Shannon is looking to brain storm questions that would help build the program.
- **Are there any group accomplishments you would like to highlight in our agency's report to the state.**
  - In what ways has this group inspired program level changes?

- Has being a part of this group helped you grow in your leadership skills? If so how, and how has or might that growth carry over into leadership in your community?
- Shannon will be reporting for policy council but it could be something emailed out to the policy council reps.

### **November Policy Council Meeting**

- **What is it important for new members to know?**
  - Next month is the month for the new members. What should we hone in on telling them.
  - Kat had said making sure they have the binders each month.
  - Kodi said that really stressing in person is important because it's so hard to build that relationship with people through a screen.
  - Kat also mentioned going
  - Matt said that when he started, he absolutely had no clue what he was there to do and what policy council was really about. He suggested really breaking down things to help understand it. Shannon said if he has specific things, he would touch on that would be great to share.
- **Policy Council Schedule Review**
  - Shannon shared the overall schedule and the floor was open to any questions or comments. At this time no one had adjustments so she said if anything came up to email her.

### **Personnel**

- Blair motioned to approve the personnel, but wanted to ask for an additional column of education to this sheet. Supported by Amber, all were in favor and the personnel was approved.

**Adjourn:** Meeting was adjourned at 11:37am.

#### **Meeting Objectives**

1. Better understanding of NMCAA and Head Start locally and nationally
2. Consider Requests for Approval
3. Plan for 2023 Policy Council Meetings

#### **Next Meeting November 10, 2022**

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

*Chair – Kathleen Byers; Vice Chair – open; Secretary – Kodi Jarvis; Treasurer – Open; Parliamentarian – Open; State Delegates – Matt Gubancsik, Blair Cole; Alternates- Open, Open*