



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

*Members Present: Erica Gaylord, Jessie Stoner, Nicole Johnson, Kat Byers, Blair Cole, Melanie Chaney*

Welcome and Call to Order- Kat Byers, Policy Council Chair

- Roll call
- **Approval to use roll call as attendance (establish quorum)**
  - Motion by Nicole Johnson, second by Jesse Stoner, all were in favor
  - Quorum not established
  - The approval process will take place as usual to encourage discussion and show overall approval or disapproval of those present
  - 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 by Nicole Johnson, second by Jesse Stoner, all were in favor

Agency Connection- Kerry Baughman, NMCAA Executive Director

- Flu Clinic - call TC NMCAA office for appt: (231)947-3780

Grounding Activity- Family Engagement Specialist Group

- Kim Micham: Personal Strengths
- Problems can be reframed as “projects” - this can support solution-focused thinking
- Identify your own personal strengths
- How much time do you spend on your strengths/gifts/talents
- How can you spend more time on your strengths?

Program Information Summary- Management Team

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

**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?
- Self-Assessment Report and Program Improvement Plan
    - Data is collected ongoing and at all program levels- monthly through recaps and meetings, quarterly through data digs, etc
    - This data helps inform areas that we may need to look at more in depth and those areas become areas of focus during the self assessment process
    - The group completed a group activity, reviewing this year’s self assessment report. Each group examined one focus area (topic question, strengths, challenges, recommendations, and the resulting program improvement plan section related to that focus area)- strengths and challenges feed into recommendations/innovations, which feed into the program improvement plan



- Each group then provided an overview of their assigned topic area to the larger Policy Council
  - PFCE: DEIA
    - DEIA: Where do we need to make improvements to ensure our program is sensitive to the unique and diverse needs of staff and families?
    - We need to take a closer look at intake paperwork and packets families get at the beginning of the year to ensure this paperwork is inclusive to all families. The amount of paperwork to go through can be overwhelming. Reviewing through a DEIA lens for both staff and families, the outcome should be that all families and staff feel safe and accepted.
  - Health and Safety and Emergency Preparedness
    - Question: How can we enhance the Safety and Emergency Preparedness Plan to include more staff and community collaborators in ensuring we are prepared for emergencies
    - Objectives fit the innovations and recommendations. Wondered who emergency managers are? They are not internal. They are people completing site assessments and providing recommendations to increase safety. We may want to track attendance at resulting trainings using our PD QR code. This could be added as a tool on the program improvement plan.
  - Recruitment and Non-Federal Share
    - Recruitment: How might we best streamline our recruitment system to reach targeted populations
    - Update pre-application to promote clarity, expected outcomes and challenges, it was straight forward and made sense, no questions or concerns from the group
    - Non-Federal Share (In Kind)
    - Strengths were good, pointed out a lot of great challenges, agreed as parents these are challenges. Looking at the action plan objective of staff and families understanding in kind process; the plan to overcome challenges looks good. Learning Genie app - do we have data whether this has improved in-kind reporting. We will be looking at this more closely in the coming year as this will be our first full year using LG. All programs have targeted goals for in kind.
  - EHS Attendance
    - Home based Attendance: How can our system be strengthened to ensure we are offering 46 home visits/year to all families
    - Everything looked good for objectives, data improvement is happening to ensure we know how many visits are being offered each year.
  - Start with questions to consider, then strengths and innovations and then objectives - does everything seem cohesive?
- Five Year Grant, including Non-Federal Match Waiver and slot distribution
  - Baseline grant submitted every five years, this is an opportunity to establish new goals with input from the governing body, Policy Council and the community



- Throughout the program year we will continue to monitor progress through check-ins at a variety of levels. This is done at recaps, team meetings and data digs
- Overarching Head Start Goal: Head start will have a highly skilled and motivated workforce positioned to effectively achieve the program's mission and values
  - Support and expand employee recruitment
  - Evaluate and Expand Pay and Benefits
  - Develop Employee Career Paths
    - This goal is derived from program need, but is also aligned with an NMCAA agency goal
- School Readiness Goals were reviewed
  - Policy Council has engaged in discussion of these goals during recent meetings and has provided input on these goals and objectives
- Planned Budget:
  - An overview of the projected budget for fy24 was shared
  - The largest portion of our budget goes to personnel pay and benefits
  - Both HS and EHS have money devoted to training and technical assistance as well
  - The training and technical assistance projected budget was also shared
  - A large portion of this budget is devoted to registration and continuing education costs for trainings in line with program goals and for staff to work towards their individual professional development goals
- Non Federal Match Waiver
  - There is a continuing focus on increasing the amount of Non Federal Match collected and Non Federal match collection is included in our program improvement plan
  - Based on Non Federal match historical collection amounts and plans for collection in the coming year, we are projected to collect less than the required 20% of the program budget
  - Head Start
    - Full requirement: \$1942, 772
    - Proposed Waiver Amount: \$839,535
    - Proposed Requirement : \$1,108,237
  - EHS
    - Full requirement: \$1,251,935
    - Proposed Waiver Amount: \$533,063
    - Proposed Requirement: \$718,872
- Program Schedule Changes
  - Head Start Collaborative center schedules will be aligned with Direct Operated HS program schedules
  - 8 EHS Center based slots will be moved to EHS Home based programming
- Location Changes
  - classroom location changes were reviewed- these have been discussed at previous meetings
- Motion to approve NMCAA Head Start Self Assessment Report and submission of the 5 year Baseline Grant, including non federal match waiver as presented
  - Motion by Melaney Chaney, second by Nicole Johnson, all were in favor



- There are no planned changes to our program eligibility criteria
- We would like to take advantage of the option to reserve 3% of funded enrollment for pregnant women and children experiencing homelessness and children in foster care, as determined appropriate by community needs assessment data
  - If a slot becomes vacant and there is shown to be a community need to serve children/families in the above categories, the program will have 30 days to fill the vacancy with a pregnant mom, foster child or homeless family
  - If we do not fill with the above in 30 days, we have another 30 days to fill these slots
  - 3% of funded enrollment= HS - 17, EHS - 9
- A motion was requested to update our enrollment policy reserve up to 3% of funded enrollment for pregnant women and children experiencing homelessness and children in foster care, as determined appropriate by community needs assessment data
  - Motion by Melanie Chaney, second by Nicole Johnson, all were in favor

#### Current Enrollment numbers:

- HS - 90% (with accepted), about 86 (without accepted)
- EHS HB - expectation is program will be fully accepted by end of September and fully enrolled by mid-October
- EHS CB - has openings at this time, but is expected to fill by the end of September

#### Request for Lead Teacher credential waivers

- A review was conducted on the attempts to recruit for a lead teacher for Marty Paul, including the consideration of applications from qualified individuals.
- Information on proposed candidates for this classroom, including compliance plan details with projected dates for credential attainment was presented.
- A motion was requested to submit a request to the Office of Head Start for Center-based Preschool Classroom Teacher Qualification Waivers for Monica Grogan at Marty Paul
  - Motion by Nicole Johnson, second by Melanie Chaney, all were in favor

#### Planning for future Policy Council Meetings- Shannon Phelps, Early Childhood Programs Director

- Reviewed job description and Conflict of Interest Form
  - It was suggested that Policy Council members make a video to promote membership
  - A group of Policy Council members will be visiting parent meetings to promote membership

#### Personnel

- Hirings were presented and approval was sought
  - Motion by Melanie Chaney, second by Blair Cole, all were in favor

#### Adjourn- 1pm

- Motion by Melanie Chaney, second by Nicole Johnson, all were in favor

#### Meeting Objectives

1. Better understanding of Head Start locally and nationally
2. Consideration of Five Year Grant and Credential Waiver Requests
3. Future Council Planning



**Next Meeting October 12, 2023**

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

*Chair – Kat Byers; Vice Chair – Blair Cole; Secretary – Open; Treasurer – Tori Oglesbee; Parliamentarian Jessica Creary; State Delegates – Cecilia Staats, Melanie Chaney; Alternates- Blair Cole, Open*