



NMCAA Policy Council Meeting Minutes  
Thursday April 13, 2023  
10a.m.-12p.m.

**Present:** Blair Cole, Christine Duval, Cecelia Staats, Erica Gaylord, Jessica Warner, Kaitlin Johns, Kathleen Byers, Kayla Corey, Kelsey McCoy, Kim Brumbaugh, Melanie Chaney, Nichole Johnson, Tori Oglesbee.

**Absent:** Amber Holmgren, Bonita Eickenroth, Brian Buckley, Brittney Larive, Christina Jones, Destiny Kasben, Ember Simar, Genevieve Raisch, Jesse Stoner, Jessica Dean, Jessica Morefield, Kia Richard-Manns, Monique Newman, Rebecca Lutz, Ritta Johns, Shaina Scribner, Stephanie Clay, Shyanne Chrisco

**Staff Present:** Teasha Lawson, Shannon Phelps, Dru O'Connor, Katherine Kwiatkowski, Kristin Ruckle, Abria Morrow, Alicia Temple, Kim Micham, Arleen Hocking, Stacy Parent, Michelle Jacobs, Kaylee Lovejoy

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

- Roll call
  - Kat called meeting to order at 10:08
- Approval to use roll call as attendance (establish quorum)
  - Kat asked for a motion to use roll call as attendance. Motion was approved by Nicole Johnson and supported by Melanie Chaney. All were in favor, motion carried.
- Review of agenda
- Approval of minutes from last meeting
  - Kat asked for a motion to approve last month's minutes. Melanie Chaney motioned, supported by Cecilia Skaggs. All were in favor; motion carried.

Grounding Activity- Family Engagement Specialists

- Stacey led a group discussion on The Circle of Repair and Limited Repairs
- Stacy gave many examples of incorporating the circle of repairs.

Program Information Summary- Management Team

- 2nd Quarter Data-Head Start
  - Teachers do outcomes 3 times a year in Head Start, 4 times a year in Early Head Start
  - Attendance and enrollment have been increasing.
  - Head Start- There was a jump of about 20% in all areas of development from Fall to Winter. Math typically shows the lowest percent of children meeting and exceeding expectations and usually ends up around 80% by the end of the year. Physical showed the highest number of children meeting or exceeding expectations.
  - EHS Home Based- Social/emotional percentages had a nice increase. Data looks typical for our trends. Language is usually a big focus as this will help with literacy.
  - EHS Center-Based- Social/emotional and language showed growth in the number of children meeting or exceeding expectations. Literacy basically stayed the same. Math, cognition, and physical also showed an increase.
- Community Needs Assessment Findings
  - **Population** - During the specified timeframe, the number of children, ages 0-5, decreased in all service area counties, except for Benzie (.91% increase). The largest decreases occurred in Antrim (12.42%) and Missaukee (11.62%) Counties, followed by Emmet {6.56%), Grand Traverse (5.87%), Kalkaska (5.76%) and Roscommon (5.61%) Counties
  - **Childcare and preschool capacity** - In 2020, over 50% of preschool aged children attended a certified program in Charlevoix and Kalkaska Counties, with attendance being highest in Charlevoix County (62.5%). During the same year, less than 40% of preschool aged children were enrolled in a certified program in Benzie, Emmet, and Missaukee Counties.
  - **Families with all parents in the workforce** - From 2016-2020 most households throughout the NMCAA service area indicated all able adults were employed. This was especially true in Antrim, Emmet, and Charlevoix Counties, where the percentage of all adults in households with children ages 0-5 in the labor force was found to be 76.6%, 74.3%, and 76.1%.

- o **Population 0-5 Receiving FAP** - During the period of 2017-2021, each of the 10 counties in the NMCAA service area showed a total decrease in the number of children, ages 0-5, living in households with incomes at or below 130% of the FPL, receiving food assistance- except for Emmet County (.2% increase). The largest total decreases over the 5-year time frame occurred in Kalkaska (6.5%) and Wexford (6.2%) Counties. From 2020-2021, Roscommon County did experience a 3.6% increase in the number of children receiving food assistance benefits, while Missaukee County experienced a 1.3% increase.
- o **Children in out of home care** - From 2017-2021, Grand Traverse County had the highest number of children in out of home care, followed by Wexford County. However, the rates of children in out of home care in these counties fell below the rates in Roscommon County. In 2021, 97 children, ages 0-5, were in out of home care in the NMCAA service area. In program year 2021-2022, applications were taken for 44 children in foster care and 30 children in foster care were enrolled. In program year 2022-2023, applications were taken for 43 children in foster care and 28 children in foster care were enrolled.
- o **Student Homelessness** - Throughout the NMCAA service areas, the largest percent increases in children experiencing homelessness from school year 19-20 to school year 20-21 occurred in the following districts: Suttons Bay Public Schools, Lake City Public Schools, Frankfort-Alberta Area Schools, Glen Lake Community Schools, and Cadillac Area Public Schools. The largest percentage decreases occurred in: Houghton Lake Community Schools, Alanson Public Schools, Boyne City Public Schools, and Boyne Falls Public School District.
- o **Percent of Children in Special Education** - The percent of children ages 0-5 in special education in 2021, in Charlevoix, Grand Traverse, and Wexford Counties, exceeded the overall percentage of children ages 0-5 in Michigan in special education. The percentage of children in Roscommon County in special education matched the overall Michigan percentage, while the percentage of children enrolled in special education in each of the other NMCAA service area counties fell below the Michigan percentage.
- o **Native Language** - in 2019, 5% or more of the population in Benzie, Kalkaska, Leelanau, and Missaukee Counties stated their home language to be something other than English. In the 2022-2023 program year, 12 NMCAA Head Start applicant families stated their home language to be Spanish, one listed their home language as Dari, and one indicated their home language to be Russian. During the same period, 2 NMCAA Early Head Start applicant families stated their home language to be Spanish, 2 indicated Tamil, and 1 each indicated their home language to be Urdu, Russian, or Persian.
- **Parent Survey Feedback**
  - o The group was asked to write down any additional questions they feel parents and families should be asked during the parent feedback survey.
  - o The purpose of the survey is to collect data on needs for families and provide resources and services to meet those needs to the best of our ability.
  - o Group with review and discuss Parent Survey in PC meeting in May.

#### Requests for Approval

- Shannon posted questions to consider for approvals. Shannon thanked everyone and told the group she was happy that we had met quorum at the meetings. While voting she asked everyone to remember the following questions:
  - o How might this benefit children and families?
  - o How does it align with our vision statement?
  - o What other thoughts or ideas should be considered?

#### ● **Quality Improvement Application**

- o Retain final Family Engagement Position
- o Streamline Recruitment and Health Team
- o Add additional wage increases, based on fund availability and the most recent wage study.
- o Asking for a motion to approve the quality improvement funds application as presented, along with non-federal match waiver due to lack of community resources and negative community impact should the program fail to exist.
- o **Motion to approve by Kim Brumbaugh, seconded by Nicole Johnson, motion carried.**

- **Cost of Living Adjustment Application**

- Funds will allow a 5.6% wage increase for all staff, Collaborative Centers, and Child Care partners.
- Add additional targeted benefit package and wage increases
  - Wage increases are based on wage studies. Consideration also took place of which positions have not received an additional wage increase in recent years.
  - Some positions currently receive higher agency payment of health care and we are working to even this out.
- Adjustments to offset increased operating costs- mileage and supplies
- Asking for a motion to approve the Cost-of-Living Adjustment application, as presented, along with non-federal match waiver due to lack of community resources and negative community impact should the program fail to exist.
- **Motion to approve by Nicole Johnson, seconded by Melanie Chaney, motion carried.**

- **Transportation Waiver**

- Request to waive child safety restraint system requirements for children transported on a transit or public-school bus.
  - This is for buses that are not owned by NMCAA. Public school buses are designed to be safe without seatbelts. The waiver is to allow us to partner with public schools without seatbelts and bus monitors-staff person. We do have seatbelts and bus monitors for transit and our own NMCAA bus. NMCAA does follow all Licensing requirements.
- 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.
  - The cost for each bus monitor is \$9,163 – without the waiver we anticipate the need for a minimum of 5 additional monitors (up to 15).
  - 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 8<sup>th</sup> child is picked up.
- **Motion to approve by Melanie Chaney, seconded by Nicole Johnson, motion carried.**

- **COVID 19 Mitigation Policy**

- This was initially reviewed and discussed during the Health Services Advisory Committee, which Policy Council members were invited to attend, following the February Policy Council meeting.
- Safety is the focus- Ensuring everyone feels comfortable in their workspace.
- Motion to approve by Cecelia Staats, seconded by Melanie Chaney, motion carried

- **Book Review DEIA- Katherine Kwiatkowski, Collaborative and Early Head Start Center Based Manager**

- The aim is to provide books with all depths of diversity.
- The group read a short story and was asked to discuss relatability and thoughts of the literature.
- Kathrine will get a list of books together for the group.

#### Personnel

- Staff to be approved:
  - Michelle Maxwell for Recruitment and Health Specialist for Head Start
  - Jennifer Cook for Lead Teacher of Blair Head Start
  - Jessica Yuhaust, CFS (home visitor) for Kalkaska County
  - Belinda Abbey, Assistant Teacher for Rapid City
  - Mally Batchelor, Mancelona
  - Motion to approve by Kim Brumbaugh, seconded by Melanie Chaney. All in favor, motion carried.

#### Adjourn

- Meeting adjourned at 12:06 pm

#### May Meeting

- Self-Assessment Plan
- Hiring Posting Review
- Parent Survey Follow-up
- Continued DEIA Book Discussion

Meeting Objectives

1. Better understanding of Head Start locally and nationally.
2. Discuss and consider applications and processes for approval.

**Next Meeting May 11, 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 – Kelsey McCoy; Treasurer – Tori Oglesbee; Parliamentarian Jessica Creary; State Delegates – Cecilia Staats, Melanie Chaney; Alternates- Blair Cole, Open*