



Policy Council Meeting Minutes
Aug 9, 2018
by: Gillian Gines

Present: Samantha Denning, Jill Gines, Larissa Hoolihan, Brandy Keeney, Rebeka Kenwabikise, Rebecca Leitelt, Mary Mellberg, Shana North, Lynn Palcowski, Bethany Parent, Lisa Sargent, Dawn Sherwood, Ivy Toomey, Dena Vanderwall, Donna Wiklanski

Absent: Tiffany Bellanger, Felicia Cannedy, Kristen Clark, Emily Courturie, Ashley Gaudinier, Larry Hess, Stephanie Hindenlang, Melanie Hurst, Brittney Kler, Lisa LeDuc, Amy McCoy, Ashley Morey, Sue Oblinsky, Tonya Schroka, Jennifer Smith, Lizzie Stelzer, Katerina Wilson, Alyssa Woods

Meeting called to order by Brandy Keeney, Policy Council Treasurer at 10:10 am.

Brandy asked for a motion to approve sign-in sheet for roll call. Mary Mellberg made the motion, supported by Shanna North, motion carried.

Brandy asked for a motion to approve June meeting minutes, Mary made the motion to approve June meeting minutes, supported by Larissa, motion carried.

Kerry Baughman, NMCAA Executive Director gave the NMCAA Program Report:

- Policy Council members were informed on the agency Strategic Plan and Progress.
- Background information on the agency community needs assessment and current efforts to update were shared.
- Policy Council members will be asked to complete a survey as part of this process in the coming months.

Shannon Phelps, Early Childhood Programs Director shared the Early Childhood Programs Administrative Report:

- Overview of the self-assessment meeting that took place on Monday Aug 6, 2018 was shared.
- Head Start classroom location changes for the upcoming year were shared.
 - 1 Boyne City classroom relocated to Petoskey Ottawa.
 - 1 Mesick classroom relocated to Lincoln St, Cadillac.
- Shannon introduced the new Agency Vision Statement.

NMCAA Vision:

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

Brandy Keeney, Policy Council Treasurer, reviewed budget and In-Kind information:

- Brandy shared information to help better understand the monthly financial report.
- Detailed information was shared about In-Kind and ways that In-Kind can be accumulated.
 - Many ways to count In-Kind at home.
 - Bring others in to the classroom with skills to share their stories and ideas.
- For every \$1.00 of In-Kind = \$4.00 of government dollars.

Shannon shared some recruitment poster update and social media information:

- Data shows that from the posters that were distributed March through May: 326 people made recruitment appointments in our 10 county region.
- Parents that put up posters were asked to fill in the in-kind sheet
- Parents brainstormed a collective lists of Facebook sites that should be considered when posting flyers.
- Social media ideas that were shared:
 - Wexford Mom to Mom
 - Cadillac Michigan Internet Garage Sale
 - Cadillac area Resale and Trade
 - Posting funny stuff, real life, photos
 - Baby Steps, Munson
- A recent Head Start post on the agency Facebook page was shared 4,000 times.
- Contact Jill for more information on past community projects that have been completed using Social Media.

Adjourn for lunch at 11:15 Reconvene at 12:28

Roll call

Jill Gines, Policy Council Parent, part of a continuous quality improvement project from the Local Leadership Group:

- Jill shared a survey gathering information about parent knowledge of area home visiting programs.
- Parents were asked to complete a post survey after reviewing a program information flyer to determine the efficacy of the flyer in increasing knowledge of available programs.

Self-assessment Activity:

- Parents were asked to provide input into about aspects of Policy Council; including ideas for increasing engagement, attendance, and communication between Policy Council members and the classrooms.

Personnel Issues were addressed: Brandy asked for a motion to approve personnel issues, motion made by Alyssa, supported by Dawn, motion carried.

Raffle: #7 Cadillac MP

Brandy asked for a motion to adjourn, motion made by Shana, supported by Samantha, motion carried.

Meeting adjourned at 2:00 pm.

NMCAA Head Start Vision

helping people help themselves through staff, community and family partnership.