



NMCAA Policy Council Minutes  
Thursday September 8, 2022  
10a.m.-12p.m.

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

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 10:06am.
  - We do not have quorum; however, the full executive committee is present and votes will carry. Shy motioned to approve, supported by Matt. All were in favor and the motion carried.

Grounding Activity- Stacey Parent, PFCE Manager and Kim Micham, Family Engagement Coordinator

- Stacey asked parents to share some back-to-school stories as an ice breaker and get to know each other.

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

This is a part of our continuation grant. Our grant fiscal year is based on when your grant started. This year we are asking for a continuation of the base grant. Normally a base grant lasts 5 years and if any changes are made to the grant within those 5 years a continuation grant can be submitted.

- **Self-Assessment Report and Program Improvement Plan:** during the program year we are looking at data monthly that come through classrooms on an individual base along with the classrooms. Quarterly, we do a large data dig and figure out what we need to improve in the program itself. When we did the quarterly data dig we found, 6 strengths, 7 challenges and 15 innovations were found: Positives that stood out are; positive upward growth in language and communication along with Cornerstones of culture provide parameters for an inclusive environment. Challenges found that stood out were; the need to revise subjective measuring on eligibility criteria and a need to explore a test for lead water testing in the classrooms.
- After the challenges and strengths were identified, they were put into our plan to improve where we need to and continue to grow. The self-assessment report went out on Friday to look over, Shannon opened up the floor for any questions about this process. No questions were asked at this time.
- Five Year Grant, including Non-Federal Match Waiver and slot distribution: we wrote for our base grant in 2019 and the two grants were combined which makes us between the 3<sup>rd</sup> and 4<sup>th</sup> year in our grant.
- **Planned budget for Training and Technical Assistance:** Travel is set for \$8,680 for HS and \$8,860 for EHS. Contractual \$7,800 HS and \$18,500 EHS. Other is \$53,258 HS and \$63,014 EHS. Indirect is \$6,974 and \$9,037 HS, Total is \$76,712 HS \$99,411 EHS. Matt asked with the funding for teachers does that cover their education to pursue their degree. Shannon said yes, there is a form to fill out and submit to the agency, from there the amount is determined and given to them to help assist.
- **Planned Operations Budget:** 71 million total for Head start and 4.5 million total for Early head start. In this budget the top two expenditures are Personnel and Fringe. We are still trying to increase wages and Milage for our staff but the wiggle room is slim. Matt asked if this is the time in the grant that we can ask for a staff wage increase. Shannon said that unfortunately this is not how it works, the process does not allow us to ask for more during the process but that's not a

piece in the continuation grant at the moment. Shannon did say that the advocacy group to increase wages for teachers is in full swing as this issue is not just within our agency it's a nationwide problem. Shannon said this is the most stretched we have felt without budget due to the increases in our budget.

- **Non Federal Match Waiver request;** Head start full requirement = 1807106, Waiver amount = 780507. Proposed requirement = 1026599 and FY 2022 requirement = 1076526. Early Head Start: Full requirement = 1155218, waiver amount = 292839, Proposed requirement= 862379, FY 2022 requirement = 847608. We have been in decline with in-kind over the years, a lot had to do with covid, however we are hoping that the learning Geanie app will help to increase that again. Kat asked have we implemented use of the new app. Shannon said that the calendars have been submitted to Learning Geanie and the hope is to launch this app to teachers and parents by January which is the start of the new fiscal year and the federal non match requirement.
- **Slot changes that are in this area:** No longer partnering with little bear child care in Buckley or Lake Ann elementary. Adding head start slots to our child care partner site, Blue Fish, in Kalkaska. Expanding partnership with Pitter Patter Child Care and Preschool to their new Interlochen location. Additional classroom added in Mesick (8slots) this is a soft opening for this classroom to see how it goes. Cadillac is booming with enrollment but the space is hard to find. Kat asked some of the ones closed due to staff, do we have a wait list for those classrooms so when we do have a teacher, Shannon said yes and no. We never want children to be without so we are placing kids that we can that don't want to wait but have kids that want to wait for the site to open. Alicia said we have more 3 year old's enrolled on the wait list because they are referring the 4 year old's to GSRP. Larisa asked how many spots were at blue fish, Kathren said that they are hoping for 6, there's a waitlist and Kathren will get in touch with those families. Kat asked how does our wait lists look. Alicia said we are looking really good on a lot of our areas and the waitlists are pretty short. There are a few places that the waitlists are a little longer due to staffing but for the most part they are looking good. Kat asked what is the slots available vs our population and how many we can serve. In the North there's really no waitlist, Charlevoix, Atrim and Emmet counties. Down in Cadillac has a long waitlist. Lake street center not being ready is a huge impact on that waitlist. Kodi asked about utilizing empty buildings in Cadillac and unfortunately because of the cost of renovations and budget it makes it hard to get if the buildings are not close to classroom ready. Abria said they are in close contact with the public schools as well for open classrooms. Kodi mentioned the Jr K program available in the public schools as an options for the over income 4 year old's. 82% of our enrollment slots are filled in our programs starting the year, which is huge coming out of the covid years where we started at 60% enrolled.
- **Eligibility Priority Criteria Updates-** Alicia Temple, ERSEA and Health Manager: Alicia said in the past we had two different assessments but now they have combined it to be 0-5 years old. We have more categorically eligible kids now that we have added public assistances (TANF- FIP- SNAP-SSI), foster placement/ kinship and homeless are at the very top of our waitlists. After compiling all of the data they ran tests to see how it worked and the results were extremely positive. The biggest change was moving the things listed above were moved to the top along with giving more points to the children with disabilities, along with hardships in the home were granted more points as well. The other thing they changed were looking more into the 2<sup>nd</sup> page of the applications and making sure all the 4-year-old children who cannot get into GSRP or are returning have slots before the rest are filled.
- **Updates to Collaborative Center Program Schedule-** Katherine Kwiatkowski, Collaborative and Early Head Start Center Based Manager: Program Schedule Changes- CC and CCP. We are going from 48 weeks to 46 weeks. With the new changes they will still maintain 1020 hours for head start, 10 hours a day, 5 days a week for Early head start. The benefits from this are it allows time

for deep cleaning in the summer, align food vendor calendars and the break between program years for mental wellness activities and annual preservice orientation training. As of right now we have a tentative approval for this but it still needs to go for final approval.

- Shannon is seeking a motion to approve the NMCAA Head Start Self-Assessment Report and Fiscal Year 2023 Continuation Grant, including non-federal match waiver, as presented. Amber motioned to approve, supported by Matt, all were in favor and the motion was approved. \* This was officially approved by executive committee with the lack of quorum (all present, all in favor).

#### 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

- Kat asked if we are still needing staff in the early head start classrooms and if so, can we get the numbers for that as well. Corey said they do have 4 out of 26 open positions for staff in the early head start.
- Abria made a blurb that we are still in need of staff and subs and if you know of anyone or are interested to send in your applications.

#### Review of information and questions/thoughts from Policy Council members

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

- This is the sheet tht gets sent out monthly. We do not have August finances yet currently but Shannon is interested to see what it will be considering we had some large expenses and they are still trying to implement an incentive pay for our staff.

#### Policy Council Considerations for New Program Year

- Shannon wanted to hear feedback on the new program year and how to continue to do monthly meetings.
- Kat said that the hybrid option for our monthly meetings is a great option and if we can continue doing that, it would be successful.
- Matt said thanks for doing the hybrid because some parents really struggle getting to the in person and he really likes being involved.
- Shannon asked how the time frame worked for everyone, normally in person we did 10-2 but via zoom we did 10-12. Today with the hybrid meeting we are doing 10-12 and Lunch provided from 12-1 for in person
- Blair said hybrid would be really beneficial in the winter time with travel and road conditions, Kodi added to that, in the past we used to cancel the meeting if school got cancelled but with us being virtual as well, we could still have a meeting via zoom if necessary.

#### Personnel

- Kat asked for a motion to approve personnel. Blair motioned to approve, supported by Amber, all were in favor and the motion to approve personnel was approved.
- Official approval by Executive Committee Members- all present , all in favor

#### Adjourn:

Kat Adjourned the meeting at 11:41am.

#### 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 October 13, 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*