



NMCAA Policy Council Agenda
Thursday December 2, 2021
10a.m.-12p.m.

Present: Brandy Keeney, Amber Holmgren, Amber Dunham, Cady Briegel, Kody Jarvis, Brittany Dagen, Blair Cole, Corrine Gamache, Matt Gubancsik, Rebecca Lutz, Erica Canfield, Nicole Gonzalez

Absent: Abby Hoover, Alexandra Swainston, Ashley Jordan, Brittany Shaub, Caitlyn McSweeney, Elizabeth French, Ember Simar, Jamie Paluck, Kathleen Beyers, Kayci Pulaskey, Kayla Hilla, Liz Sobleski, Megan Biswanger, Shilo Kanouse, Shyanne Chrisco, Tonya Weaver

10:05 a.m. Call to Order, Roll Call, Approval of Minutes from last meeting, Establish Quorum

- Minutes were not sent out via email, the approval for November meeting will be tabled for next month's approval.
- Brandy asked for a motion to use roll call as attendance, Meredith made a motion, supported by Matt, all were in favor and the motion to use roll call as attendance was approved.
- Quorum was established

Welcome, review agenda for the day- Brandy Keeney, Policy Council Chair

- Brandy greeted everyone. Let everyone know it was very important to attend the meetings and become part of the process. Brandy thanked everyone and what a pleasure it was to work on the Policy Council.

Agency and Board Updates- Kerry Baughman, Executive Director

- Kerry Baughman, Executive Director gave the following report. Kerry gave a quick introduction of herself to the new members and thanked the outgoing members as well.
- Kerry asked all the members how they got involved in this program, she also shared her email for anyone to send her an email with any questions they may have. She will address all questions at they have during the next meeting

Program Information Summary- Management Team

- Shannon mentioned that there has been updates on Covid requirements for staff and children. The new updates came from the federal level of the office of Head Start.
- **Mask mandates:** all kids 2 and over must be wearing a mask in all indoors and bus situations unless the child is fully vaccinated. The exception for this is eating and drinking time, naps, and special medical issues.
- There was discussion regarding using masks so children could see teachers mouth and the possibility of some children having emotional issues wearing masks. The question was asked if NMCAA would be providing masks. Shannon replied that the masks will be provided for those who don't have any.
- **Vaccination Requirement:** All teachers and volunteers will need to be completely vaccinated by January 31, 2022. There are both medical and religious exemptions forms and working with HR. they are working through that with the HR department. There have not been any rules established requiring booster shots.
- Amber asked if the option to test weekly was there and Shannon said the option for weekly testing is not available.

- Meredith inquired about weekly testing in lieu of getting vaccinated. Shannon replied that this was not an option. Shannon went on the state that anyone who works and is paid by head start is included in the mandate.
- Matt asked would have the same requirement, showing proof of vaccination, or would it be on the honor system. Shannon doesn't have the answer to that, they are still working to find this answer.
- There was discussion on how things are going to work if people resign due to the vaccine mandate. Shannon stated that they are posting positions for those that have already notified HR that their last day is January 31st.
- Questions were asked about the potential of classrooms closing due to staff shortages. Shannon said they would close the center but that would be last resort. The benefit is that some classrooms are under enrollment for students, and they can use that to their benefit.
- Shannon stated that as they get more information, she will pass it along Shannon went on to say they are looking to see what the classrooms will look like moving forward. Unfortunately, there are staff they already know are leaving.
- Kristin gave the report that from the survey they sent out 223 staff members responded, 138 were fully vaccinated 62%, 37% were not, of the 37% not vaccinated 74% said they were not interested in getting vaccinated however Kristen has seen some of those that said they weren't interested go ahead and get it so there is hope.

Budget Report – Meredith Kennedy, Policy Council Treasurer

- Treasurer, Meredith Kennedy gave the following report: She didn't have much to report for the budget but did go over what in-kind is and means to the agency and how important it is.
- Shannon mentioned that 25% of the Head Start budget is through in-kind. A summary is any time you give your time, running errands, volunteer, donations etc. it is given value per hour.
- Brandy brought up that the activity calendars are huge for in-kind. Amber brought up putting the activity calendar and a parent corner on the website that has a whole section on in-kind information for parents.

Exploration of By-Laws (Breakout Rooms)

- Shannon said because there are not a lot of members, we will stay as a large group to go over the by- laws and allow any questions to be asked about them. The by-laws were sent out via email and Shannon did a power point on them. Shannon did state that several of the bi-laws needed to be updated, especially the new rules for Covid-19.
- Brittany asked if her mother, the grandparent could be involved as a community rep, Shannon said that typically community reps are past policy council members that don't have a child in the program anymore, community reps must be approved 1st at the center and then through policy council, then the board. It was mentioned that the public can join the meetings anytime they wish.
- In person meetings are still up in the air. Discussion was made on the potential of hybrid meetings in the future.
- Questions was brought up if PC members needed to be vaccinated to attend in person meetings. Shannon stated that she would have to look into it.

Review of Policy Council Election Process- Brandy Keeney, Policy Council Chair

- Brandy went over how the election process will work to everyone. Meredith asked if there were positions not filled if we could elect next month and Shannon said that we could do that but some of the positions that are time sensitive.
- **Chair:** No one stepped up for this position, this will be tabled for next month. Brandy will fill in for next month. Meredith is interested; however, the status of her community rep position is unknown at this time.

- **State Delegates:** Matt nominated himself, Meredith motioned to approve the nomination, supported by Brandy. There were no other nominations at this time, the second position will be opened at the next meeting, the floor was closed, and Matt was nominated State delegate for the upcoming term.
- **Vice Chair:**
No one stepped up for this position, this will be tabled for next month.
- **Secretary:** Brandy nominated Kodi for this position, Kodi accepted this position. Meredith motion to approve the nomination, supported by Brandy. There were no other nominations at this time. Floor was closed and Kodi was nominated secretary for the upcoming term
- **There was no other interest in the remaining positions and those positions will be tabled to next month's meeting.**

Personnel:

Questions to consider for approvals:

- Kodi motioned to approve these hires, supported by Amber, all were in favor and the personal hires were approved.

Next Steps:

The remaining open Executive Committee seats will be revisited at the next meeting on January 13, 2022.

Adjourn:

No other topics needed further discussion and the meeting was adjourned at 11:50am

Meeting Objectives

1. Better understanding of Head Start locally and nationally
2. Discuss and understand the role of Policy Council in the Head Start Program
3. Appoint new Executive Committee

Next Meeting January 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 – Brandy Keeney; Vice Chair – Kat Byers; Secretary – Amber Dunham; Treasurer – Meredith Kennedy; Parliamentarian – Ashley Jordan; State Delegates – Open-Alternate Kat Byers, Philip Haner