

Policy Council Committee Meeting

December 8, 2016

Motion to: Open the meeting.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

1. Introductions & Roll Call

Representatives: Megan Porter, Flavia Oliveira, Taylor Rittall, Danielle Varney, Stacy Pierpont, Billie Jo Moore, Samantha McAninch, Kelly Clauson, Marisah Colon, Kimberly Novak, Kelley Dow, Heather Hussey, and Sandra Winters. **A quorum was present.**

Staff: Kathy Colfer, Tracye Fortin, Jennifer Pare, and Cathy Kershner.

Excused: Amanda Labbe and Raelyn Libby.

2. KVCAP Wage Scale, Paid Time Off, and Personnel Policies

The KVCAP Human Resources Director, Cathy Kershner, joined Policy Council to share recent updates to KVCAP's Personnel Policies, including outcomes of the recent comprehensive wage and benefit review process. KVCAP worked with a consultant through this process. As a result, the following changes were recently approved by KVCAP's Board of Directors:

- Increase the minimum and maximum wages on all grade levels of KVCAP's wage scale, with the lowest paid position at KVCAP starting at \$10 per hour. Each grade level will increase accordingly.
- Build in annual increases in keeping with Maine's minimum wage laws until reaching a minimum of \$12.25 by year 2020.
- Convert to a paid time off system (PTO). KVCAP's current time off benefit is a traditional system with separate pools for vacation and sick accruals.

Cathy also shared recent updates to KVCAP Personnel Policies. Every few years, KVCAP hires an attorney to review these policies and assure they are up-to-date with current standards, etc. A few adjustments were recommended, and highlighted in a memo for members.

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 11/17/2016.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

4. Head Start Policy Council ByLaws

Reviewed duties of each position in detail. Council members expressed their interest in specific positions.

- Chairperson – Flavia Oliveira

Motion to: Approve recommendation of Flavia Oliveira for Chairperson.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

- Vice-Chairperson – Billie-Jo Moore

Motion to: Approve recommendation of Billie-Jo Moore for Vice-Chairperson.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

- Secretary – Sandra Winters

Motion to: Approve recommendation of Sandra Winters for Secretary.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

- Treasurer – Heather Hussey

Motion to: Approve recommendation of Heather Hussey for Treasurer.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

Thank you for your willingness to play a leadership role on the Council!!!

5. **Draft Strategic Planning Timeline**

The Director of Child & Family Services outlined the strategic plan (and tools used) that inform the development of both the Federal Early/Head Start grant and the Early Head Start Child Care Partnership grant, which need to be submitted no later than May 1, 2016 and June 1, 2016, respectively. The timeline will be shared with Council members again at the January meeting, as the program received approval to have both grants have the same start and end dates: September 1st to August 31st. The same due dates will be shared by both grants.

6. **Family Enrichment Plans**

Family Enrichment Plans from each site/location were shared with Council members for their review to see what their site's plan is and how they might help to implement the strategies.

7. **Early Head Start Carryover Request and In-Kind Waiver**

KVCAP's Early Head Start Child Care Partnership grant didn't expand all of its money. Since these are Federal dollars, typically the money would need to be returned, however, the Regional Office is allowing a carryover request to be submitted, which would allow us to move those dollars into this program year. Also being submitted, is a request for an in-kind waiver. For this grant, the program did not meet the in-kind goal, so a waiver will be requested. If approved, the remaining in-kind balance will carryover to 2016-17 program year, in addition to the current goal. As well, we are asking for a new grant cycle to align with the Early/Head Start grant. The carryover amount is \$434,901. The non-federal waiver is for \$91,197.

Motion to: Accept and approve the Carryover Request and In-Kind Waiver and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

8. **Reports**

The Director of Child & Family Services reviewed reports in detail and asked if members had any questions/concerns.

- Budget Report through September.
- In-Kind Reports through November.
- Monthly Attendance and Absenteeism Reports for September and October.
- Enrollment Report for October.
- Program Credit Card Expenditures for August, September, and October.
- KVCAP Board Program Information Report.

Motion to: Accept and approve reports as presented.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

9. Sharing Information in the Community

The Council discussed additional ways the program/parents could help share information about events/happenings in the community:

Town offices – welcome aboard packet

Library

WIC offices/Doctor’s offices

Newsletters

Alfond Youth Center/Rec Center

Maine Families

Tag businesses on Facebook

10. Treasurer’s Report

Beginning Balance	\$	214.64
<u>Paid Out</u>	<u>\$</u>	<u>109.12</u>
<u>Ending Balance</u>	<u>\$</u>	<u>105.52</u>

Motion to: Accept Treasurer’s Report and Adjourn.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF