

Policy Council Committee Meeting

March 16, 2017

Motion to: Open the meeting.

Motion by: Raelyn L.

Seconded: Megan P.

Vote: AIF

1. Introductions & Roll Call

Representatives: Flavia Oliveira, Megan Porter, Danielle Varney, and Raelyn Libby. **A quorum was not present.**

Staff: Tracye Fortin, Jennifer Pare, Jessica Brown, Kaitlyn Plourde, and Megan Waterman.

Excused: Stacy Pierpont, Billie Jo Moore, Stacey Church, Samantha McAninch, Amanda Labbe, Kelly Clauson, Marisah Colon, Kimberly Novak, Kelley Dow, Heather Hussey, and Sandra Winters.

Visiting Parents: Tracy Frost.

2. Car Seat Safety Presentation

Megan Waterman, Family Service Coordinator, joined the Policy Council meeting to provide information to members about car seat safety and the Maine Bureau of Highway Safety's Car Seat Distribution Program. Megan is a Certified Car Seat Trainer & Technician with the Maine Bureau of Highway Safety and is available by appointment (680-7229) for car seat inspections, education around car seat safety for parents and children, and is also a car seat distributor (income eligibility requirements) in the greater Waterville area. Megan provided flyers (Attachment A) that explain eligibility requirements. Megan shared that over 150 car seats have been given out over the past year and a half!!!

Jessica Brown, Family Service Coordinator at Skowhegan Early Head Start, was also at the meeting and is also a Certified Car Seat Trainer and Technician, as well as distributor, for the Skowhegan area. Jessica is also available by appointment and can be reached at 858-1450.

3. Review/Approval of Meeting Minutes

Tabled the review/approval of the meeting minutes of 2/16/2017 to the April meeting.

4. Policies:

Tabled the review/approval of the policies to the April meeting.

5. Family Survey Results

The Director of Operations asked members to review the results of the Family Survey and identify key strengths and opportunities for improvement. The cumulative results showed:

Areas of Strength

- Communication Comfort & Respect
 - Parents feel comfortable and respected when speaking with staff
- Nutrition
- Child Social Skills

Opportunities for Improvement

- Increased Communication around classroom happenings and information sharing
 - Health (information around contagious disease)
 - Mental Health (Kennebec Behavioral Health)
 - Staff asking for parent input in classroom activities
- Home Visits

These strengths and opportunities for improvement will be incorporated into program planning and grant application preparation.

The winner of the Family Survey drawing, chosen at random, for the \$100 Hannaford gift card is Naomi Wixon. Congratulations Naomi and thank you to all the parents who participated in the survey! We had a 23% return rate and are considering how to increase return rate next year.

6. Reports

The Director of Operations reviewed reports in detail and asked if members had any questions/concerns.

- Budget Report through January.
- In-Kind Reports through February.
- Monthly Attendance and Absenteeism Reports for January/February.
- Enrollment Report for February.
- Program Credit Card Expenditures for February.
- KVCAP Board Program Information Report.

Tabled the approval of the reports to the April meeting.

7. Federal Budget Landscape

The Director of Operations shared information from KVCAP's Chief Executive Officer regarding the President's proposed budget cuts. The impacts to agency programs could result in decreased services/supports to clients. C&FS is reviewing our structure and services to increase efficiencies yet maintain quality with reduced revenue. Full discussion at the April Policy Council and Board meetings is planned.

8. Treasurer's Report

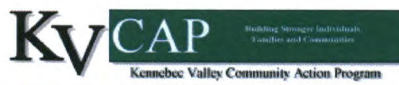
Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>34.32</u>
<u>Ending Balance</u>	<u>\$</u>	<u>265.68</u>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Megan P.

Seconded: Raelyn L.

Vote: AIF



Car Seat Distribution Program

Supported through
Maine Bureau of Highway Safety & KV CAP



- Distribution
- Inspection
- Education

Distribution:

- ❖ Income eligible families:
 - WIC, MaineCare, SNAP, or TANF
 - Valid Maine ID
- ❖ 2 types of car seats:
 - Convertible (can be rear facing or forward facing)
 - Booster (high-back to no-back)
- ❖ Appointment to receive car seat:
 - General child passenger safety education
 - Proper harnessing with child present
 - Proper installation of seat in vehicle

Inspection:

- ❖ Can inspect any car seat at any time- JUST ASK!

Education:

- ❖ Car Seat Checkup: Right Seat, Right Place, Right Direction, Inch Test, Pinch Test
- ❖ General education: winter jackets, non-regulated products, projectiles, replacing seats/seat belts after a crash, airbags, Maine state law