

Policy Council Committee Meeting

April 21, 2016

Motion to: Open the meeting.

Motion by: Robin C.

Seconded: Kelly C.

Vote: AIF

1. Introductions & Roll Call

Representatives: Christa Nielsen, Flavia DeBrito, Sheila Dees, Karen Harrington, Sandra Winters, Robin Cochrane-Crane, Kelly Clauson, and Raelyn Libby. **A quorum was present.**

Staff: Kathy Colfer, Tracye Fortin, Jennifer Pare, and Joanne Burns.

Excused: Patricia Ouellette and Frank Condon.

Absent: Veronica Nicholson, and Marisah Colon.

2. Immunizations Presentation

Joanne Burns, Health and Nutrition Manager, joined Policy Council to talk with members about immunizations, which ones are required by our program, and the timelines in which the Center for Disease Control and Prevention recommends children be immunized.

Joanne also joined Policy Council to discuss transportation stipends to medical and dental appointments for families experiencing a hardship. Recommendations will be made to our current policy and will be brought to the Policy Council and the KVCAP Board of Directors for final review.

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 3/17/2016.

Motion by: Sandra W.

Seconded: Robin C.

Vote: AIF

4. Personnel

The interview process was briefly reviewed, highlighting parent participation in the interview process as available, confidentiality, and a reminder that a Policy Council member may abstain or disagree in a vote. Asking questions to fully understand qualifications and recommendations is encouraged. Discussion about 'fit for position' highlighted the benefits of the observation as part of an interview.

Seven personnel actions were presented. All non-voting members and staff were asked to exit the room and members were reminded that information shared during this session is confidential. Details are outlined in the Personnel meeting minutes

5. Early Head Start Child Care Partnership Budgeting Discussion

The Policy Council discussed in depth details of the draft Early Head Start Child Care Partnerships grant documents: 2016-17 budget, Summary of Program Self-Assessment and Improvement Plan, Progress towards Goals, Training and Technical Assistance Plan, and the Organizational Chart and Service Locations.

Tracye Fortin, Director of Operations, also provided an update to the Council on the Early Head Start Child Care Partnerships conference she recently attended in Boston. A group of staff and partners attended and Tracye shared how beneficial it was to attend and hear from other programs how they were doing and some of the challenges they were experiencing through the startup phase.

Motion to: Approve the Program Budget and related grant documents (Summary of Program Self-Assessment and Improvement Plan, Progress towards Goals, Training and Technical Assistance Plan, and Organizational Chart and Service Locations) and recommend to the KVCAP Board of Directors as presented.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

6. Policies/Procedures

- Impaired Parent Policy – No recommended changes. Reviewed as part of annual review.

Motion to: Accept and approve reports as presented.

Motion by: Flavia D.

Seconded: Kelly C.

Vote: AIF

- Family Engagement Activity Funds – No recommended changes. Reviewed as part of annual review.

Motion to: Accept and approve reports as presented.

Motion by: Flavia D.

Seconded: Kelly C.

Vote: AIF

7. Reports

The Director of Child & Family Services reviewed report highlights and asked if members had any questions/concerns.

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

Motion to: Accept and approve reports as presented.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

8. Parent Activity Funds Requests

Requests of recently approved Parent Activity Funds were shared with the Council.

Requests for Parent Activity Funds:

- Mill Stream Preschool – Preschool Graduation at Adventure Playland and join Toddler Open Time; Summer Activity Bags for parents and children - \$192.00
- St. Albans Preschool – Family Field Day, to include activities to enhance family engagement; Pizza Party with healthy toppings - \$192.00
- HomeStart Program – Family engagement events at each provider location, which will include literacy activities, take home parent/child activities - \$240.00
- Skowhegan Early Head Start – Funds will be used to engage in a school community event at Bloomfield Elementary to help foster the next steps of school readiness. Will also have a focus on

the arts. Snacks for children will be provided, while families are guided around Bloomfield and Skowhegan Early Head Start gathering resources from Somerset Initiative. Activity will be ongoing at Bloomfield at no additional cost - \$192.00

9. **Report from Parents who Attended the New England Head Start Association Spring Conference**

Robin Cochrane-Crane, as well as Marisah Colon, attended the New England Head Start Conference in Rhode Island. Robin shared her experience with Council members, noting how much she particularly enjoyed the speakers at the conference and looks forward to future opportunities!!

10. **Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>66.88</u>
<u>Ending Balance</u>	<u>\$</u>	<u>233.12</u>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Kelly C.

Seconded: Robin C.

Vote: AIF