

# Policy Council Committee Meeting

## July 21, 2016

Motion to: Open the meeting.

Motion by: Raelyn L.

Seconded: Flavia D.

Vote: AIF

### 1. Introductions & Roll Call

**Representatives:** Christa Nielsen, Kelly Clauson, Flavia DeBrito, Veronica Nicholson, Karen Harrington, Raelyn Libby, and Sandra Winters. **A quorum was present.**

**Staff:** Kathy Colfer, Tracye Fortin, Jennifer Pare, and Rhonda Kaiser.

**Excused:** Patricia Ouellette, Frank Condon, Sheila Dees, and Robin Cochrane-Crane.

**Absent:** Marisah Colon.

### 2. CLASS Scores Presentation

Rhonda Kaiser, the program's Education Content Lead, joined Policy Council to talk about CLASS (Classroom Assessment Scoring System) scores and how they are used in the federal reviews. Rhonda's discussion and handout included information on our most recent assessment scores completed during the federal review, as well as what the scores look like nationally. Policy Council members asked great questions to further their understanding of CLASS elements.

### 3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 5/19/2016.

Motion by: Sandra W.

Seconded: Flavia D.

Vote: AIF

### 4. Health & Safety Screenings, Early Head Start Child Care Partnerships Grant

The Director shared the results of the Health & Safety Screeners for our partnership locations. She explained that once fully enrolled, we are required to bring the results of the screeners to the Policy Council and Board of Directors for review and approval. Overall, the results were great, but some areas for improvement were recognized.

Motion to: Accept and approve the results of the Health & Safety Screenings for the Early Head Start Partnerships grant.

Motion by: Sandra W.

Seconded: Flavia D.

Vote: AIF

### 5. Personnel

Eight 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.

### 6. Family Survey Results

The Director of Child & Family Services went over the results of the family survey in detail. The family survey is typically completed in the spring, however, the timeline was changed last year to give parents the opportunity to report back on how the entire program year went. Policy Council will use these results in the spring of 2017 as part of identifying strengths and opportunities for change for the Federal base grant.

The Policy Council drew at random the winner of the Hannaford gift card from the Family Survey. The gift certificate will be given to a family from Educare Central Maine!!

## 7. Policies/Procedures

- Medically Underserved/Health Professional Shortage Policy – Recommend for approval as presented. Reviewed as part of annual review. KVCAP Board of Directors review and approval received on 6/22/2016.

Motion to: Accept and approve the Medically Underserved/Health Professional Shortage Policy as presented.

Motion by: Flavia D.

Seconded: Raelyn L.

Vote: AIF

- Background Check Process – Recommend for approval as presented. Reviewed as part of annual review. KVCAP Board of Directors review and approval received on 6/22/2016.

Motion to: Accept and approve the Background Check Process as presented.

Motion by: Flavia D.

Seconded: Raelyn L.

Vote: AIF

- Eligibility, Recruitment, Selection, Enrollment, and Attendance – Changes include the removal of the Educare After School and Summer programs. Other changes include the addition of information/selection criteria around the Early Head Start Child Care Partnerships grant.

Motion to: Accept and approve the Eligibility, Recruitment, Selection, Enrollment, and Attendance policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Flavia D.

Seconded: Raelyn L.

Vote: AIF

- Recruitment Plan – Recommend for approval as presented. Reviewed as part of annual review.

Motion to: Accept and approve the Recruitment Plan as presented and recommend to the KVCAP Board of Directors.

Motion by: Flavia D.

Seconded: Raelyn L.

Vote: AIF

- Childcare during Policy Council and Parent Meetings – Recommend for approval as presented. Reviewed as part of annual review. KVCAP Board of Directors review and approval received on 6/22/2016.

Motion to: Accept and approve the Childcare during Policy Council and Parent Meetings procedure as presented.

Motion by: Flavia D.

Seconded: Raelyn L.

Vote: AIF

- Confidentiality Policy – Recommend for approval as presented. Reviewed as part of annual review.

Motion to: Accept and approve the Confidentiality Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Flavia D.

Seconded: Raelyn L.

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 May.
- In-Kind Reports through Mid-June.
- Monthly Attendance and Absenteeism Reports for May.
- Enrollment Report for May.
- Program Credit Card Expenditures through June.
- KVCAP Board Program Information Report.

Motion to: Accept and approve reports as presented.

Motion by: Flavia D.

Seconded: Veronica N.

Vote: AIF

**9. August Policy Council meeting**

Due to a light agenda for August, the Council discussed and voted to cancel the August Policy Council meeting. The next regularly scheduled meeting will be the Orientation meeting held on Thursday, November 17<sup>th</sup> at 5:30 pm. A conference call in the interim may be needed for any personnel actions.

Motion to: Approve recommendation to cancel August Policy Council meeting.

Motion by: Raelyn L.

Seconded: Karen H.

Vote: AIF

**10. Early Head Start Child Care Partnerships**

The Director of Child & Family Services shared that another round of Early Head Start Child Care Partnerships grant money is available. The Policy Council approved application submission.

Motion to: Accept and approve KVCAP Child & Family Services application for Early Head Start Child Care Partnerships (round 2) funding.

Motion by: Flavia D.

Seconded: Kelly C.

Vote: AIF

**11. KVCAP Personnel Policies**

The Director of Child & Family Services shared that KVCAP recently reviewed their Personnel Policies and also had an attorney review them as well. She passed out a memo highlighting key changes; most consisting of changes around new current laws, such as the Maine's Whistleblower Protection Law.

Motion to: Accept and approve the recommended changes to KVCAP's Personnel Policies and recommend to the Board of Directors.

Motion by: Sandra W.

Seconded: Veronica N.

Vote: AIF

**12. 4-hour Sessions**

The Director of Child & Family Services shared that 3 of our program sites would like to increase to 4-hour sessions. These locations are Canaan, Mill Stream and Clinton Preschools.

Motion to: Accept and approve the recommendation to move to 4-hour sessions in Canaan, Mill Stream, and Clinton Preschools.

Motion by: Flavia D.

Seconded: Sandra W.

Vote: AIF

**13. Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>95.04</u>
<b><u>Ending Balance</u></b>	<b><u>\$</u></b>	<b><u>204.96</u></b>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Sandra W.

Seconded: Robin C.

Vote: AIF