

# Policy Council Committee Meeting

## May 17, 2018

Motion to: Open the meeting.  
Motion by: Carolyn C.  
Seconded: Samantha H.  
Vote: AIF

### 1. Introductions & Roll Call

**Representatives:** Michele Gonya, Samantha Hutchins, Carolyn Courtney, and Jacksie Witham. **A quorum was present.**

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

**Excused:** Kelley Dow, and Kaitlyn Taylor.

**Absent:** Melinda Pooler, Jolene Brown, Ryan Celli, Christina Gilman, Kelly Clauson, Chelsea Schultz, and Emma Kroemer.

### 2. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 3/15/2018.  
Motion by: Samantha H.  
Seconded: Carolyn C.  
Vote: AIF

### 3. Report on Head Start Goes to Augusta from Michele Gonya

Michele Gonya gave a quick update on Head Start Goes to Augusta, explaining what a great experience it was to advocate to legislators and meet parents from other Head Start agencies.

### 4. New England Head Start Association Conference Update from Jacksie Witham

Tabled to June meeting.

### 5. Policies:

- a) Suspected Child Abuse/Neglect Policy – No major changes. Presented as part of annual review.

Motion to: Accept and approve the Suspected Child Abuse/Neglect Policy as presented. KVCAP Board of Directors approved on March 28, 2018.

Motion by: Samantha H.

Seconded: Carolyn C.

Vote: AIF

- b) Eligibility, Recruitment, Selection, Enrollment and Attendance Policy – No major changes. Reviewed as part of annual review.

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: Samantha H.

Seconded: Carolyn C.

Vote: AIF

For information purposes, the Child Care Payment Policy was reviewed by Policy Council. The State of Maine requires parents on a voucher to pay for services up front and to align those practices with staff who are utilizing child care, we will now require them to have direct withdrawal from paystubs for child care services.

**6. 2018-19 Grant Applications - Discussion**

The Policy Council discussed in depth the applications for the Early/Head Start and Early Head Start Child Care Partnerships grants for 2018-19 (Budget, Summary of Program Self-Assessment and Improvement Plan, Progress towards Goals, Program Description, Training and Technical Assistance Plan and Grid, and the Cost of Living Adjustment {COLA}). Both applications are due by June 1<sup>st</sup> and are for the September 1 – August 31<sup>st</sup> program year.

Motion to: Accept and approve the applications for the Early/Head Start and Early Head Start Child Care Partnership grants as presented. KVCAP Board reviewed and approved on April 25, 2018.

Motion by: Samantha H.

Seconded: Carolyn C.

Vote: AIF

**7. Reports**

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

- a) Budget Report through March.
- b) In-Kind Report through March.
- c) Monthly Attendance and Absenteeism Reports for February/March.
- d) Enrollment Report for February and March.
- e) Program Credit Card Expenditures for March and April.
- f) KVCAP Board Program Information Report.

Motion to: Accept and approve the reports as presented.

Motion by: Samantha H.

Seconded: Carolyn C.

Vote: AIF

**8. Parent Activity Funds**

- a) St. Albans Preschool – Parents will accompany their preschool child to the Alford Youth Center to enjoy the bounce house and indoor play; Craft Activity decorating fabric totes - \$384.00

**9. One Time Grant Funds**

The Director shared that the Regional Office reached out to Kathy to let us know there is an opportunity for us to apply for one-time funds under both the Early/Head Start grant and the Early Head Start Child Care Partnership grant.

For the Early Head Start Child Care Partnership one-time grant, we will re-submit our last one-time request, as it was not funded in that round, which consisted of a request for the Technical Assistance Credential and Educare Central Maine Lab School, totaling \$238,000.

For the Early/Head Start one-time grant, we will submit a request for \$200,891, consisting of things like wood carpet, fencing, technology, etc.

Since there is such quick turn around on these requests, the Director will share the final details with the Council at the June meeting.

**10. Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out	\$	28.16
<b>Ending Balance</b>	<b>\$</b>	<b>271.84</b>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Carolyn C.

Seconded: Samantha H.

Vote: AIF