

Policy Council Committee Meeting

January 17, 2019

Motion to: Open the meeting.
Motion by: Emma K.
Seconded: Kelly C.
Vote: AIF

1. Introductions & Roll Call

Representatives:

Karina Beadling (Educare Full-Day)	Kasey Woodman (Educare Part-Day)
Michele Gonya (Educare Full-Day)	Katie Obert (North Elementary-Skowhegan)
Vicki Dodge (Canaan)	Carolyn Courtney (Family Child Care)
Kelly Clauson (Home Based)	Emma Kroemer (Maine Children's Home)
Richard Yocum (Skowhegan Early Head Start)	Michelle Humphrey (Community Rep-St. Albans)

A quorum was present.

Excused:

Staff:

Tracye Fortin	Jennifer Pare
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2. Eligibility, Recruitment, Selection, Enrollment, Attendance Presentation

Kristen Holzinger, Associate Director of Comprehensive Systems, attended the Policy Council meeting to provide an Eligibility, Recruitment, Selection, Enrollment and Attendance training to Council members. Head Start Performance Standards require that the Policy Council and Board of Directors receive training on these topics within 180 days of our grant award and also again annually.

A few Policy Council members expressed interest in further information in the Opioid Crisis that has been in the news. Tracye will coordinate an opportunity for information sharing and discussion.

3. InKind Presentation

Anne Owens, Associate Director of Business & Information, joined the meeting to provide information to members of the Council on what InKind is, some of the allowable expenses related to InKind, and the regulations around why it is so important to our program to assure we are tracking all InKind opportunities. She explained that for every federal dollar we receive, our program must match .25 cents back in InKind. Information will be reviewed by Family Service Coordinators and Policy Council Representatives at site Parent Committee meetings.

4. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 12/13/2018.
Motion by: Michele G.
Seconded: Kelly C.
Vote: AIF

5. Policy Council Chairperson Election

Reviewed the duties of the Chairperson position in detail. Four Council members expressed their interest in the position, spoke to the Council about why they thought they would be a good leader and were then asked to leave the room while a ballot vote was conducted:

- Chairperson – Michele Gonya

Motion to: Approve recommendation of Michele Gonya as Chairperson.

Motion by: Karina B.

Seconded: Richard Y.

Vote: AIF

6. **Policy Council Community Representative**

Michelle Humphrey joined Policy Council, representing our St. Albans site and seeking election of a Community Rep seat.

- Community Rep- Michelle Humphrey

Motion to: Approve recommendation of Michelle Humphrey as a Community Representative.

Motion by: Karina B.

Seconded: Richard Y.

Vote: AIF

7. **Policies**

Policies come before the Policy Council for review; highlighted with any recommended changes.

- Parent Fundraising – No major changes. Presented as part of annual review.

Motion to: Accept and approve the Parent Fundraising policy as presented.

Motion by: Kelly C.

Seconded: Richard Y.

Vote: AIF

- Community Complaint Procedure – No major changes. Presented as part of annual review.

Motion to: Accept and approve the Community Complaint Procedure as presented and recommend to the KVCAP Board of Directors.

Motion by: Kelly C.

Seconded: Richard Y.

Vote: AIF

- Grievance Policy and Process and Parents/Guardians – No major changes. Presented as part of annual review.

Motion to: Accept and approve the Grievance Policy and Process and Parents/Guardians as presented and recommend to the KVCAP Board of Directors.

Motion by: Kelly C.

Seconded: Richard Y.

Vote: AIF

- Internal Dispute Resolution Policy – No major changes. Presented as part of annual review.

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

Motion by: Kelly C.

Seconded: Richard Y.

Vote: AIF

8. **Reports**

- **Director's Report:** Tracye Fortin, Director of Child & Family Services, provided the following updates:
 - Head Start Leadership and Governance: Tracye recently attended a conference where received an informative handout that outlined responsibilities of the Policy Council and Board of Directors. She shared copies of this with the Council, highlighting their role in the governance of our program.
 - Self-Assessments and Strategic Planning: Child & Family Services will be submitting a new 5-year grant application for our federal base grant (due May 31, 2019) and Early Head Start:Child Care Partnerships grants (due April 30, 2019). As part of the process, the program will conduct Self-Assessments and a Strategic Planning session. Officers of the Policy Council are always invited and welcomed to join the Strategic Planning session, which is being held on February 13 & 14, 2019. Executive members were asked to get in touch with Jennifer Pare if they planned on attending.
 - KVCAP Child & Family Services Program Information Summary Report: Reviewed report.
 - Mastercard Report: Reviewed report.

Motion to: Accept and approve the reports as presented.

Motion by: Emma K.

Seconded: Vicki D.

Vote: AIF

9. Treasurer's Report

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>135.08</u>
Ending Balance	\$	164.92

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Emma K.

Seconded: Karina B.

Vote: AIF