

Policy Council Committee Meeting

February 21, 2019

Motion to: Open the meeting.
Motion by: Michele H.
Seconded: Emma K.
Vote: AIF

1. Introductions & Roll Call

Representatives:

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| Michele Gonya (Educare Full-Day) | Katie Obert (North Elementary-Skowhegan) |
| Vicki Dodge (Canaan) | Carolyn Courtney (Family Child Care) |
| Richard Yocum (Skowhegan Early Head Start) | Emma Kroemer (Maine Children's Home) |
| Ashley Hebert (Clinton) | Michelle Humphrey (Community Rep-St. Albans) |

A quorum was present.

Excused:

Karina Beadling (Educare Full-Day)
Kelly Clauson (Home Based)
Amy Witt (Fairfield)

Absent:

Kasey Woodman (Educare Part-Day)

Staff:

Tracye Fortin
Jennifer Pare

2. Program Overview Panel

Members of the KVCAP Child & Family Services management team joined Policy Council to share an overview of the options of service offered by our program; Kristen Holzinger, Associate Director of Comprehensive Services; Rhonda Kaiser, Associate Director of Educare Central Maine, Sarah Lavallee, Associate Director of Early Head Start; and Nicole Chaplin, Associate Director of Somerset Preschools. Each Associate Director provided information on their roles and content areas, different program options, relationships with partners, quality practices and outcomes, and things happening within the community.

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 1/17/2019.
Motion by: Emma K.
Seconded: Vicki D.
Vote: AIF

4. Grants Planning

The Director of Child & Family Services shared, in detail, the results of the program's Summary of Self Assessments and Improvement Plan, Family Survey and Staff Survey results, and the Annual Grants Planning Timeline and asked for feedback from Council members. These results will help the program write their new five-year grants for Early Head Start-Child Care Partnerships (due by April 30, 2019) and Early/Head Start base grant (due by May 31, 2019) for the 2019-20 program year. Grant application review also includes Goals and Objectives, Program Description, Training and Technical Assistance Plan, Program Narrative, and Recommendations for Change.

Motion to: Accept and approve the program's Summary of Self Assessments and Improvement Plan, Family Survey and Staff Survey results, and the Annual Grants Planning Timeline as presented and recommend to the KVCAP Board of Directors.

Motion by: Emma V.

Seconded: Vicki D.

Vote: AIF

5. Early Head Start-Child Care Partnerships Carryover Request and InKind Waiver

The Director of Child & Family Services shared that the program will need to request a carryover of Early Head Start-Child Care Partnership funds from the 2017-18 program year in the amount of \$109,240.18, which is going to support the outdoor safety and learning environment at the Skowhegan Early Head Start center. The request for carryover funds is the result of the late award and the extensive planning/preparation needed to complete the work at the site location. These unanticipated delays were a result of the approvals that were needed from the Department of Environmental Protection due to a nearby 'pond', and numerous other approvals that were required from code enforcement, school personnel and the Fire Marshall. Contractor availability was also very limited to meet required timelines due to Maine's weather, resulting in a shortened calendar for outdoor projects and contractors high demand. Ongoing discussions have been occurring with the Regional Office to notify them of these delays and our intent to request a carryover.

The program is also requesting a non-federal share (In-Kind) waiver for Early Head Start-Child Care Partnerships grant, in the amount of \$83,883.30, as we were unable to meet the twenty percent (20%) match requirement for the 2017-18 program year. We will continue to explore options for increasing non-federal share contributions for the upcoming grant periods, including space, volunteer and professional services, etc. that will match federal dollars utilized to benefit partner programming, children and families. This is a national issue.

Motion to: Accept and approve the Early Head Start-Child Care Partnerships Carryover Request and InKind Waiver for the 2017-18 program year and recommend to the KVCAP Board of Directors.

Motion by: Emma K.

Seconded: Vicki D.

Vote: AIF

6. Policies

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

- Recruitment Plan – No major changes. Presented 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: Vicki D.

Seconded: Emma K.

Vote: AIF

- Medically Underserved/Health Professional Shortage Policy – No recommended changes. Presented as part of annual review.

Motion to: Accept and approve the Medically Underserved/Health Professional Shortage Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Vicki D.

Seconded: Emma K.

Vote: AIF

7. **Reports**

- **Director’s Report:** Tracye Fortin, Director of Child & Family Services, provided the following updates:
 - Opioid Discussion: As a follow up to the Council’s recommendation from a previous meeting on receiving more information about the opioid addiction crisis in our communities, Tracye shared a survey asking members to share what kinds of information they would like to receive, which specific topics and if they would like a presentation shared with them as well. The Associate Director of Comprehensive Services will review the feedback given by the Council and obtain targeted information and updates for them.
 - 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

8. **Treasurer’s Report**

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| Beginning Balance | \$ | 300.00 |
| <u>Paid Out</u> | <u>\$</u> | <u>138.16</u> |
| Ending Balance | \$ | 161.84 |

Motion to: Accept Treasurer’s Report and Adjourn.

Motion by: Michelle H.

Seconded: Emma K.

Vote: AIF