

Policy Council Committee Meeting

March 21, 2019

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

1. Introductions & Roll Call

Representatives:

Michele Gonya (Educare Full-Day) (via phone)	Katie Obert (North Elementary-Skowhegan)
Richard Yocum (Skowhegan Early Head Start)	Carolyn Courtney (Family Child Care)
Amy Witt (Fairfield)	Emma Kroemer (Maine Children's Home)
Kelly Clauson (Home Based)	

A quorum was present.

Excused:

Karina Beadling (Educare Full-Day)
Kasey Woodman (Educare Part-Day)
Vicki Dodge (Canaan)
Michelle Humphrey (Community Rep-St. Albans)

Absent:

Ashley Hebert (Clinton)

Staff:

Tracye Fortin
Jennifer Pare
Joddie Brown – staff support for MSAD #74 preschool collaboration. Attending to better understand Policy Council and continue efforts to recruit rural Policy Council representatives.

2. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 2/21/2019.
Motion by: Richard Y.
Seconded: Kelly C.
Vote: AIF

3. Dr. Bergeron, Director of the Office of Head Start, Video Message

Children and families with unstable living situations benefit greatly from the comprehensive services of Head Start and Early Head Start programs. Dr. Bergeron, the Director of the Office of Head Start, recognizes and values the role of parent leadership and Policy Council governance in this work. Dr. Bergeron, via a video message (link below) targeted to Policy Council, suggests ways parents and community leaders can lead the way for greater outreach, enrollment, and support for children and families experiencing homelessness.

Policy Council reviewed Dr. Bergeron's video during the meeting with follow up discussion focused around what our partnership looks like with the surrounding homeless shelters and how our program could strengthen outreach to families experiencing homelessness.

We are in the process of re-applying to the United Way of Mid-Maine for continued funding to partner with the Mid-Maine Homeless Shelter in Waterville. To ensure the partnership continues, Policy Council recommended that the program additionally set aside \$5,000 in program funds to support families

experiencing homelessness in our catchment area. These funds will be in addition to any funding received through United Way.

Dr. Bergeron's Vlog: <https://eclkc.ohs.acf.hhs.gov/blog/policy-council-leaders-serving-families-experiencing-homelessness>

Early Childhood Learning and Knowledge Center: <https://eclkc.ohs.acf.hhs.gov/>

Motion to: Accept and approve the recommendation to set aside \$5,000 in program funds to support families experiencing homelessness.

Motion by: Kelly C.

Seconded: Emma K.

Vote: AIF

4. **2019-20 Early Head Start – Child Care Partnership Grant**

The Policy Council discussed in depth the application for the Early Head Start - Child Care Partnership grant for 2019-2020 (Results of Self Assessments, Community Assessment, Proposed Service Locations, Goals and Objectives, Training and Technical Assistance Plan, Organizational Chart, and Budget, including Cost of Living Adjustment). Staff and Family Surveys were previously reviewed, as was the School Readiness Plan (in Binders). This application is due by April 30, 2019. It is noted that Policy Council has good representation of Early Head Start – Child Care Partnership parents.

Motion to: Accept and approve the Early Head Start-Child Care Partnerships Grant for the 2019-2020 program year and recommend to the KVCAP Board of Directors.

Motion by: Carolyn C.

Seconded: Emma K.

Vote: AIF

5. **Policies**

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

- Suspected Child Abuse/Neglect Policy – Changes to this policy reflect updates to the procedure when the State of Maine Department of Health and Human Services Investigations unit conducts an on-site visit with a child.

Motion to: Accept and approve the Suspected Child Abuse/Neglect Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Richard Y.

Seconded: Kelly C.

Vote: AIF

6. **Policy Council ByLaws**

Due to the KVCAP Board conflict of interest, a replacement of the Policy Council representative seat on the KVCAP Board is necessary. The current Policy Council ByLaws don't specify which officer or voting member will be the KVCAP Board Liaison. They also don't specify if Community Representatives can hold officer seats or not. Since a two-thirds quorum was not present, as required for Policy Council ByLaw amendments, this agenda item will be tabled to the April agenda.

7. **Reports**

- **Director's Report:** Tracye Fortin, Director of Child & Family Services, provided the following update:
 - Child and Adult Care Food Program: In January, the Child & Family Services Department received its Child and Adult Care Food Program review. The review went very well; there

was one finding that cited infant cereal was not offered at lunch to two infants. After reviewing the background to this finding, it was a documentation error, because infant cereal was offered to the children, but the children opted not to eat it, so the bread and cheerios were offered. The documentation of this finding was corrected, including a policy update, and our review was considered closed, in a letter dated February 1, 2019, also stating that the program is to be commended on the excellent work that it is doing!

- KVCAP Child & Family Services Program Information Summary Report: Reviewed report.
- Mastercard Report: Reviewed report.
- Michele Gonya shared a New England Head Start Association update as she is the Maine Parent Representative. She will be attending the upcoming conference in April in Vermont and will provide updates at the next Policy Council meeting. She also shared that she recently applied for and was recommended by the Maine Head Start Directors Association for the National Head Start Association Parent Representative seat. She will share the outcome when she is notified.

Motion to: Accept and approve the reports as presented.

Motion by: Katie O.

Seconded: Richard Y.

Vote: AIF

8. **April/May/June Meeting Dates**

Policy Council meeting dates for April and May were changed due to staff travel, etc. The dates for the upcoming meetings are:

April 25, 2019 at 5:30 PM at Educare Central Maine

May 23, 2019 at 5:30 PM at Educare Central Maine

The June Policy Council meeting date might also need to be adjusted, but a date change has not yet been confirmed.

9. **Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>92.75</u>
Ending Balance	\$	207.25

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Katie O.

Seconded: Kelly C.

Vote: AIF