

# Policy Council Committee Meeting

## October 17, 2019

Motion to: Open the meeting.

Motion by: Richard Yocum

Seconded: Kaitlyn Taylor

Vote: AIF

### 1. Introductions & Roll Call

#### **Representatives:**

Michele Gonya (Educare Full-Day)

Richard Yocum (Skowhegan Early Head Start)

Michael Mosley (Educare Part-Day)

Karina Beadling (Educare Full-Day)

Amy Witt (Fairfield)

Emma Kroemer (Maine Children's Home)

Vicki Dodge (Canaan)

Kaitlyn Taylor (North Elementary)

Carolyn Courtney (Family Child Care)

**A quorum was present.**

#### **Excused:**

Katherine Obert (North Elementary)

Erika Bernardini (HomeBased)

#### **Absent:**

Ashley Hebert (Clinton)

Michelle Humphrey (Community Rep – St. Albans)

#### **Staff:**

Tracye Fortin, Director of Child & Family Services and Educare Central Maine

Jennifer Pare, Executive Administrative Assistant

#### **Visiting:**

Nicole Harmin (Maine Children's Home)

Danielle Judkins (North Elementary)

### 2. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 8/15/2019.

Motion by: Richard Yocum

Seconded: Kaitlyn Taylor

Vote: AIF

### 3. Health and Safety Screener & Governance and Leadership Capacity Screener

As part of the conditions of the Early/Head Start Grant and the Early Head Start-Child Care Partnerships – Round 1 Grant, in year one of five, we must complete a health and safety screener at each service location, as well as, work with the Policy Council Chairperson and Board of Directors President to complete the Governance screener. Results of the health and safety screener were reviewed and the Council discussed the results of the Governance screener. Both documents were certified by the Chairperson.

Motion to: Accept the results of the Health & Safety Screener and Governance Screener as presented and recommend to the KVCAP Board of Directors.

Motion by: Kaitlyn Taylor

Seconded: Richard Yocum

Vote: AIF

#### 4. Policies

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

- Transportation Policy – No recommended changes. Reviewed as part of the annual review process.

Motion to: Accept the Transportation Policy as presented. KVCAP Board of Directors approved on September 25, 2019.

Motion by: Kaitlyn Taylor

Seconded: Richard Yocum

Vote: AIF

- Short-Term Medical Exclusion Policy – Minor changes around Staff Exclusion.

Motion to: Accept the Short-Term Medical Exclusion Policy as presented. KVCAP Board of Directors approved on July 24, 2019.

Motion by: Kaitlyn Taylor

Seconded: Richard Yocum

Vote: AIF

- Mental Health Services Procedure – Included in packets to share with Council members – no vote required.

#### 5. Reports:

- **KVCAP Board Update:** Michael Mosley, Policy Council liaison to the KVCAP Board of Directors shared an update with the Council regarding KVCAP's merger conversations with Western Maine Community Action. Board votes are occurring this month. More information will be shared as things progress.
- **Director's Report:** Tracye Fortin, Director of Child & Family Services, provided the following updates:
  - Enrollment: Enrollment across the country has been challenging, but after significant staff recruitment efforts, we are fully enrolled in Early/Head Start and Early Head Start-Child Care Partnerships – Round 1. Early Head Start-Child Care Partnerships – Round 3 is down by 7 enrollment opportunities, however, applications continue to come in as we are in the first year of this new grant award.
  - Collaborative partnerships: Tracye shared a quick overview of how our public school partnerships operate and shared that collaborative meetings with Superintendent's are happening over this month.
  - Early Head Start – Child Care Partnerships – Round 3 (EHS-CCP-R3): Due to provider recruitment and facilities preparation, and child enrollment, we are requesting from the Regional Office a no-cost extension of the current EHS-CCP-R3 grant, which will extend this grant from February 29, 2020 to August 31, 2020 (This will also align all Head Start federal grant awards).

Motion to: Accept and approve the Early Head Start – Child Care Partnerships – Round 3 grant no-cost extension and recommend to the KVCAP Board of Directors.

Motion by: Kaitlyn Taylor

Seconded: Richard Yocum

Vote: AIF

- **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: Karina Beadling

Seconded: Vicki Dodge

Vote: AIF

6. **Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>89.76</u>
<b>Ending Balance</b>	<b>\$</b>	<b>210.24</b>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Karina Beadling

Seconded: Vicki Dodge

Vote: AIF