

# Policy Council Committee Meeting

## February 20, 2020

Motion to: Open the meeting.

Motion by: Richard Yocum

Seconded: Kaitlin Taylor

Vote: AIF

### 1. Introductions & Roll Call

#### **Representatives:**

Richard Yocum (Community Rep)

Michael Mosley (Educare Part-Day)

Kyea Council (Educare Full-Day)

Erika Bernardini (Educare Full-Day)

Nicole Harmon (Maine Children's Home)

Kaitlin Taylor (North Elementary)

Rebekah Collins (Community Rep)

Danielle Judkins (Community Rep)

Michelle Humphrey (Community Rep)

**A quorum was present.**

#### **Excused:**

#### **Absent:**

Kelly Clauson (HomeBased)

Nancy Waugh-Whitmore (Solon)

Michele Gonya (Community Rep)

Michaela Denbow (Family Child Care)

#### **Staff:**

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

Jennifer Pare, Executive Administrative Assistant

Miriam Jacobs, Family Engagement Manager

### 2. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 12/19/2019.

Motion by: Kaitlin Taylor

Seconded: Danielle Judkins

Vote: AIF

### 3. Eligibility, Recruitment, Selection, Enrollment, Attendance Presentation

Miriam Jacobs, Family Engagement Manager, 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.

### 4. Community Representative Election

Michelle Humphrey, from Somerset Preschool, requested to be elected as a Community Representative. Michelle has served on the Council since January 2019 as a Community Representative.

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

Motion by: Kaitlin Taylor

Seconded: Danielle Judkins

Vote: AIF

### 5. Policy Council Treasurer Election

Reviewed duties of the Policy Council Treasurer. One Council member expressed interest. Thank you, Kyea Council, for your willingness to perform a leadership role on the Council.

Motion to: Approve recommendation of Kyea Council for Treasurer.

Motion by: Kaitlin Taylor

Seconded: Danielle Judkins

Vote: AIF

**6. Annual Grant Planning Timeline**

The Director shared the Annual Grants Planning Timeline with Council members, noting important dates, such as Strategic Planning, which is planned for next week. Michael Mosley, our Policy Council Chairperson, will join staff for this day-long session.

**7. Policies**

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

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

Motion to: Accept the Medically Underserved/Health Professional Shortage Policy as presented. KVCAP Board of Directors approved on January 22, 2020.

Motion by: Kaitlin Taylor

Seconded: Richard Yocum

Vote: AIF

- Nutrition Policy, Procedures and Guidance – Minor changes presented.

Motion to: Accept the Nutrition Policy, Procedures and Guidance as presented and recommend to the KVCAP Board of Directors.

Motion by: Kaitlin Taylor

Seconded: Richard Yocum

Vote: AIF

- Medication Administration & Medical Management – Minor changes presented to better clarify that orders for medications are written and on file.

Motion to: Accept the Medication Administration & Medical Management as presented and recommend to the KVCAP Board of Directors.

Motion by: Kaitlin Taylor

Seconded: Richard Yocum

Vote: AIF

**8. AmeriCorps**

Erika Bernardini shared AmeriCorps updates with the Council. It was recommended that a Policy Council Sub-Committee be formed and act as the AmeriCorps Advisory Committee. Abbie Giallombardo will reach out to Council members to seek those interested in being on the Sub-Committee.

Motion to: Accept the recommendation of a Policy Council Sub-Committee as the AmeriCorps Advisory Committee.

Motion by: Rebekah Collins

Seconded: Danielle Judkins

Vote: AIF

**9. June Policy Council Meeting Date**

Due to scheduling conflicts, it was recommended that the June Policy Council meeting be changed to June 11<sup>th</sup> (tentatively). A final vote on this date will take place at the March meeting.

Motion to: Approve recommendation to move the June Policy Council meeting date, tentatively, to June 11<sup>th</sup>, with a final vote at the March Policy Council meeting.

Motion by: Kyea Council

Seconded: Kaitlin Taylor

Vote: AIF

## 10. 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 with Western Maine Community Action is projected for April 1<sup>st</sup>. Agency will have a new name, which is forthcoming.
  - The KVCAP Transportation Department in Augusta (11 drivers) is entering a Union Agreement.
  - KVCAP's agency audit is going very well.
  - The Maine Children's Home (MCH) is closing The Children's Place, therefore dissolving our partnership with them. Continuity of service to partnership families will continue at Educare Central Maine. New Provider partnerships are underway. Nicole Harmon, the Maine Children's Home Representative, joined the meeting and shared that she would be resigning from the Council, due to personal reasons. Due to Nicole's resignation and the dissolving of the MCH partnership, a recommendation was made to remove the MCH Policy Council seat from the site grid in the Bylaws.

Motion to: Approve recommendation to remove the Maine Children's Home seat on the Policy Council, due to the dissolving of the partnership, and amend the site grid in the Policy Council Bylaws to reflect the change.

Motion by: Kaitlin Taylor

Seconded: Michelle Humphrey

Vote: AIF

Michael also shared he participated in a National Parent Ambassador call.

- **Director's Report:** Tracye Fortin, Director of Child & Family Services, provided the following updates:
  - Focus Area 1 Federal Head Start Review: Child & Family Services recently had its Focus Area 1 Federal Review and it went very well. Board and Policy Council Representatives joined the call. We will receive a written report when finalized and will share with the Council and Board of Directors.
  - Under-Enrollment Plan/Maine Children's Home: The Head Start Act requires programs who do not meet at least 97% of funded enrollment for four consecutive months to submit a plan for reaching full enrollment. Increased monitoring of enrollment ensues over the following year. The Early Head Start:Child Care Partnership – Round 3 (EHS-CCP-3) grant did reach full enrollment in January 2020 reporting, however that was also the month we received our letter from the Administration for Children and Families that the KVCAP Head Start program was required to develop and implement a plan to eliminate under-enrollment (the Under-Enrollment Plan was shared with Council members). The EHS:CCP-3 grant, our newest grant, funds 40 partnership slots. Startup challenges included a one-month delayed notice of the grant award to KVCAP and partner facility's renovations. A recent challenge is the Maine Children's Home (MCH) ending their operation of The Children's Place, therefore ending the current EHS:CCP/MCH partnership, as mentioned earlier in discussions. In the interim, for continuity of service with EHS:CCP clients, families are offered service at Educare Central Maine. This transition will result in a drop in enrollment for March, 2020. We are cultivating new partnerships beginning March, 2020.
  - Consolidating Grants: The Administration for Children and Families informed grantee's that they now have the option of consolidating grants: Head Start & Early Head Start and both of KVCAP's Early Head Start:Child Care Partnership grants. Since this would reduce

administrative workload and repetition of documentation, Child & Family Services will seek to consolidate.

Motion to: Approve recommendation for Child & Family Services to seek consolidation of the Head Start and Early Head Start grants and both of the Early Head Start:Child Care Partnership grants.

Motion by: Kaitlin Taylor

Seconded: Rebekah Collins

Vote: AIF

- o Last month’s Policy Council packet shared an Information Memorandum from the Office of Head Start regarding Accounting and Reporting of Capital Leases. KVCAP does not have any Capital Leases.
- o Lowering the Head Start Duration: The U.S. Department of Health and Human Services has lowered the requirement that a program must provide 1,020 hours of planned class operations by August 1, 2021, from 100% of center-based funded enrollment to 45%. Our program is currently at 49%, so we already meet this requirement. Our partners request school day services. Funding is the challenge.
- o Inclusion of Children with Disabilities: The Head Start Program Performance Standards requires that each federal grant awarded must serve at least 10% of children with disabilities. The program’s Head Start and Early Head Start program currently serves 14%, however, the partnership grants are serving under the 10%, therefore we must request a waiver, which will be submitted in March.

- **KVCAP Child & Family Services Program Information Summary Report:** Tabled to the March meeting.
- **Mastercard Report:** Tabled to the March meeting.

Motion to: Accept and approve the recommendation to table the Program Information Summary Report and Mastercard Report to the March meeting.

Motion by: Kaitlin Taylor

Seconded: Richard Yocum

Vote: AIF

**11. Treasurer’s Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>90.64</u>
<b>Ending Balance</b>	<b>\$</b>	<b>209.36</b>

Motion to: Accept Treasurer’s Report and Adjourn.

Motion by: Kaitlin Taylor

Seconded: Michelle Humphrey

Vote: AIF