

# Policy Council Committee Meeting

## March 19, 2020

Due to the ongoing Coronavirus pandemic, Policy Council met via Zoom Conference Call to conduct business.

Motion to: Open the meeting.

Motion by: Danielle Judkins

Seconded: Richard Yocum

Vote: AIF

### 1. Introductions & Roll Call

#### **Representatives:**

Richard Yocum (Community Rep)  
Michael Mosley (Educare Part-Day)  
Michele Gonya (Community Rep)  
Danielle Judkins (Community Rep)  
Kaitlin Taylor (North Elementary)

Rebekah Collins (Community Rep)  
Michelle Humphrey (Community Rep)  
Erika Bernardini (Educare Full-Day)

**A quorum was present.**

#### **Excused:**

Kelly Clauson (HomeBased)

#### **Absent:**

Nancy Waugh-Whitmore (Solon)  
Michaela Denbow (Family Child Care)  
Kyea Council (Educare Full-Day)

#### **Staff:**

Tracye Fortin, Director of Child & Family Services and Educare Central Maine  
Jennifer Pare, Executive Administrative Assistant  
Joanne Burns, Health & Nutrition Manager

### 2. Coronavirus Update

Joanne Burns, Child & Family Services Health & Nutrition Manager, joined the Policy Council call to assist in explaining the program's process and procedure's through the Coronavirus pandemic, and answering questions. Some details include:

- Our Preschool site locations and two childcare facilities have closed through March 27<sup>th</sup> following guidance from the Department of Education and Center for Disease Control and Prevention. Child & Family Services had planned to keep the childcare facilities open, however, after conducting a poll of the parents at those locations, very few were going to need care and many others were very concerned that we were going to remain open.
- Staff still continue to reach out to families at least once weekly, and often more frequently; providing community resource information, where the local meal pick-up locations or deliveries are, checking in to assure family's immediate needs are being met (for example, diapers, wipes and formula) and providing distance learning materials and opportunities.
- Joanne provided an overview of Child & Family Services procedures for infectious disease.
- The program has reached out to our Medical Advisor, Waterville Pediatrics, to keep them updated on our status. They are in alignment with the procedures we have taken.
- Head Start was one of the first Federal programs to give clear direction – they've done a fantastic job communicating; federal funds may have some flexibility and can be used through April to pay staff, and the lack of attendance at sites will not be recognized as a negative (i.e in our underenrollment plan).

- Utilization of our KVCAP Transportation department has been cut by half. They may be called upon to just do emergency transportation.
- The Office of Child & Family Services shared that as of today, 19% (357) childcare centers and Family Child Care Providers have closed their business. We anticipate this is higher and the state is gathering data.
- As more information becomes available from the Center for Disease Control and Prevention, our Governor, and the Office of Head Start, etc. we will re-assess when we can open.

### 3. **Review/Approval of Meeting Minutes**

Motion to: Accept and approve meeting minutes of 2/20/2020.

Motion by: Michelle Humphrey

Seconded: Richard Yocum

Vote: AIF

### 4. **Grant Planning**

The program's Strategic Planning session took place last month with the Management Team. Michael Mosley joined our day-long session as well and shared updates with the Council. We reviewed our program goals and action planning, reviewed numerous data points, including results of the Family Survey and self-assessment recommendations, and talked about any key changes to the program for the upcoming year. A few highlights from Strategic Planning include:

- There are no key changes to our Community Assessment.
- The program will continue to strengthen the family services staffing structure.
- A new Child Assessment program is recommended.

Next month's Policy Council meeting will include the proposed Continuation grant packages for Early/Head Start and Early Head Start:Child Care Partnerships – Rounds 1 and 3.

Motion to: Accept and Approve the grant planning documents as presented and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum

Seconded: Michelle Humphrey

Vote: AIF

### 5. **Policies**

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

- Attendance Policy and Procedure – No changes. Reviewed as part of our annual review.

Motion to: Accept the Attendance Policy and Procedure as presented and present to the KVCAP Board of Directors.

Motion by: Danielle Judkins

Seconded: Michele Gonya

Vote: AIF

- Supervision of Children – New policy. The National Association for the Education of Young Children (NAEYC) looks for each program to have a policy regarding supervision of children. This policy overviews the numerous ways that staff assure they know where each child is at all times.

Motion to: Accept the Supervision of Children policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Danielle Judkins

Seconded: Michele Gonya

Vote: AIF

6. **Reports:**

- **KVCAP Board Update:** Tracye Fortin, the Director of Child & Family Services, shared the following update:
  - Due to the Coronavirus pandemic and physical distancing, as well as the Agency’s health benefit year beginning April 1<sup>st</sup>, the Executive Committee of the KVCAP Board has voted to postpone the merger to July 1<sup>st</sup>. A merger is a crucial time to spend time together building new team. It could be sooner than July 1<sup>st</sup> based on the pandemic.
- **Director’s Report:** Tracye Fortin, Director of Child & Family Services, provided the following updates:
  - Updates were shared during the Coronavirus and Grant Planning discussions.
  - We strive to retain our staff. Child & Family Services staff turnover rate is 9%; nationally the rate is over 30%. That speaks wonderfully to our program!
  - Information Memorandum on Modular Units: Child & Family Services doesn’t have any modular units with federal interest.
  - Head Start Funding Increase: The program will receive a 2% Cost of Living Adjustment (COLA) in the new program year. You will see this budgeted in our grant proposal next month.
  - Quality Improvement Funds: Per Head Start slots, an additional \$250 per slot; per Early Head Start slots, an additional \$350 per slot. Based on program goals, the program will draft an application that strengthens the family services staffing structure.

Motion to: Approve recommendation to draft an application for Quality Improvement Funds to strengthen the family services staffing structure.

Motion by: Michelle Humphrey

Seconded: Richard Yocum

Vote: AIF

- **KVCAP Child & Family Services Program Information Summary Report:** Report was shared via email; highlights were discussed on the call; i.e. operating within budget with available funding to help support the current pandemic crisis. Next month we will review this report in further detail.
- **Mastercard Report:** Reviewed report. We will expect several refunds due to canceled travel for meetings/conferences/trainings.
- **School Readiness Report:** Reviewed report. Our current system measures where children were at in the Fall and then where they were in the Spring. The report shows the growth of children over that period of time. Rhonda Kaiser, Education Content Lead, will join a Policy Council meeting this Summer to go over this data and to discuss the child assessment system.

Motion to: Accept and approve the reports as presented.

Motion by: Richard Yocum

Seconded: Katlyn Taylor

Vote: AIF

7. **Treasurer’s Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>0</u>
<b>Ending Balance</b>	<b>\$</b>	<b>300.00</b>

Motion to: Accept Treasurer’s Report and Adjourn.

Motion by: Katlyn Taylor

Seconded: Michelle Humphrey

Vote: AIF