

Policy Council Committee Meeting

April 16, 2020

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

Motion to: Open the meeting.
Motion by: Rebekah Collins
Seconded: Michelle Humphrey
Vote: AIF

1. Introductions & Roll Call

Representatives:

Richard Yocum (Community Rep)	Rebekah Collins (Community Rep)
Michael Mosley (Educare Part-Day)	Michelle Humphrey (Community Rep)
Michele Gonya (Community Rep)	Erika Bernardini (Educare Full-Day)
Danielle Judkins (Community Rep)	Nancy Waugh-Whitmore (Solon)
Kaitlin Taylor (North Elementary)	

A quorum was present.

Excused:

Absent:

Michaela Denbow (Family Child Care)	Kelly Clauson (HomeBased)
Kyea Council (Educare Full-Day)	

Staff:

Tracye Fortin, Director of Child & Family Services and Educare Central Maine
Jennifer Pare, Executive Administrative Assistant

2. Coronavirus Update

Tracye Fortin provided a program update to COVID-19, stating that Child & Family Services staff continue to work remotely, delivering e-learning and virtual supports to children and families. Staff join with school partners in food deliveries, make diaper and wipes deliveries, and provide education supplies with doorstep drops. Head Start funding remains consistent through June 30th to assure school year programs continue to the end of the regular school year. Additionally, KVCAP donation funds are available through a request process for experiencing hard ships with food, gas, etc.

KVCAP's COVID-19 Status Update report was provided, noting that it outlines what all programs throughout the Agency are doing during the pandemic.

KVCAP updated their Pandemic Plan. The plan speaks to the frequency of management team meetings, back up staffing patterns, the cleanliness of buildings, and identifying protocols during an outbreak. The KVCAP Board of Directors reviewed and approved on April 15, 2020.

Motion to: Accept and approve the KVCAP Pandemic Plan as presented.
Motion by: Richard Yocum
Seconded: Danielle Judkins
Vote: AIF

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 3/19/2020.
Motion by: Rebekah Collins
Seconded: Danielle Judkins
Vote: AIF

4. **Draft Grant Packages (Early/Head Start and Early Head Start:Child Care Partnerships)**

Tracye Fortin shared key details of the draft Early/Head Start and Early Head Start:Child Care Partnerships (EHS:CCP) Continuation Grants, noting that the program is currently in Year 1 of a 5-year grant, therefore only a continuation application is due for each grant on June 1st. The three areas for continuous improvement as a result of the self-assessment process are: Early Childhood Workforce; Documentation of Family Goals; and Child Assessment Systems. Key changes were highlighted, including:

EHS:CCP – The Office of Head Start approved the consolidation of our two EHS:CCP grants, therefore one combined will be submitted. Addressing the under-enrollment plan ongoing speaks to increasing staff support to recruit, develop, and retain community Providers.

Early/Head Start 0-5 – To continue advancing our goals of high quality teaching practices and trauma informed practices, training and embedded professional development is necessary. Increasing staff skills with a practice based coaching approach will assist in further advancing progress. Additionally, to continue advancing our goal of fostering families development, we must continue our deliberate strategy to decrease caseloads to increase family services availability to make family connections, support family goals, and move us forward in our 2-Generation approach to services. This requires modifying our staff supervision structure.

EHS:CCP and Early Head Start – To support child high quality teaching practices through data utilization, we currently use Teaching Strategies Gold. Several challenges present with this system, therefore after exploring other research-based options, we will switch our child assessment system to Desired Results Developmental Profile (DRDP) which aligns with our current Child Plus reporting system and will better be utilized in staff/parent discussions about their child’s developmental continuum.

To support information management in our large, multi-faceted program, we must assure efficient onboarding processes for staff and volunteers, and closely manage our numerous contracts. With the more than 150 contracts, grants, and Memorandums of Understanding requiring monitoring to assure timely reporting, we have assigned staff hours dedicated to staff Onboarding and Orientation and have created an additional Grants Management position.

The Training & Technical Assistance Plan and Program Budget align with the proposed changes.

Michael Mosley shared how much he enjoyed participating with the management team in the program self-assessment process, reviewing many sources of data, discussing program strengths and needs, and recommendations for change.

Motion to: Accept and Approve the Continuation Grant packages as presented and recommend to the KVCAP Board of Directors.

Motion by: Danielle Judkins

Seconded: Michelle Humphrey

Vote: AIF

5. **Supplemental Summer Programming**

The Federal government has targeted \$500 million to Head Start programs to design summer programs for part-year children and/or for those children who have special needs. The process to apply is through an application. Services are for in classroom only – not for remote or e-learning. The days and times are flexible. We have started conversations with our public school partners and parents on what our design might look like. Of course, this opportunity will move forward when we can safely operate in a classroom setting. We are planning on a nature-based education focus with significant outdoor learning experiences.

Additionally, there are one-time funds being awarded to each Head Start to assist with the impacts that COVID-19 has had on programs. There is no application required for these funds – money will be awarded based on a formula. The program will track these added expenses.

Motion to: Accept and approve the program applying for the Supplemental Summer Programming.

Motion by: Rebekah Collins

Seconded: Michele Gonya

Vote: AIF

6. **Reports:**

- **KVCAP Board Update:** Michael Mosley, the Chairperson of the Policy Council, shared the following update:
 - As referenced earlier, KVCAP’s COVID-19 Emergency Response Program is now in place and Community Initiative staff are taking applications. This program will provide basic necessities to families impacted by the impacts of the virus, utilizing funds that have been and continue to be received for this purpose. For more information, please talk to your program staff contact to identify supports that may be needed.
 - Governor Mills announced the Rental Relief Program, a partnership between the Governor’s Office, MaineHousing and the state’s Community Action Agencies. It will allow renters to apply for a one-time \$500 payment to their landlords. With only a week's notice to prepare for a new, \$5-million-dollar program, this is another great example of community action “in action!” Access more information here - <https://www.mainehousing.org/programs-services/rental/rentaldetail/covid-19-rental-relief-program>
- **Director’s Report:** Tracye Fortin, Director of Child & Family Services, provided the following updates:
 - Tracye recently had a call with the State Collaboration Director who shared that Head Start in Maine is doing a wonderful job assuring families are getting the resources they need.
 - COVID-19 updates and Continuation Grant packages covered the Director’s report.
- **KVCAP Child & Family Services Program Information Summary Report:** Enrollment highlighted as we monitor requirements in EHS:CCP, as well as infants and toddlers with disabilities.
- **Mastercard Report:** Reviewed report.

Motion to: Accept and approve the reports as presented.

Motion by: Richard Yocum

Seconded: Michelle Humphrey

Vote: AIF

7. **Treasurer’s Report**

Beginning Balance	\$	300.00
Paid Out	\$	0
Ending Balance	\$	300.00

Motion to: Adjourn.

Motion by: Rebekah Collins

Seconded: Danielle Judkins

Vote: AIF