

# Policy Council Committee Meeting

## May 21, 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: Michelle Humphrey  
Vote: AIF

### 1. Introductions & Roll Call

#### **Representatives:**

Richard Yocum (Community Rep)  
Michael Mosley (Educare Part-Day)  
Michele Gonya (Community Rep)  
Danielle Judkins (Community Rep)  
Rebekah Collins (Community Rep)

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

**A quorum was present. Michele Gonya chaired the meeting.**

#### **Excused:**

Kyea Council (Educare Full-Day)

#### **Absent:**

Nancy Waugh-Whitmore (Solon)  
Kaitlin Taylor (North Elementary)

Kelly Clauson (HomeBased)

#### **Staff:**

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

### 2. Coronavirus Update

Tracye Fortin provided Agency and Programmatic updates regarding the pandemic.

Agency: KVCAP was deemed an essential business, therefore, never closed. Many of the Agency programs have continued through teleworking. Protocols for health and safety were put into place early on and continue to be modified as new guidance is released. With the decrease in some services, it does have a financial impact. The Agency has been paying close attention to funding sources, as well as funding opportunities. Community Services Block Grant (CSBG) is giving stimulus funds to each Agency in the state.

Child & Family Services: Head Start has been at the forefront of assuring funds are available to programs to continue services and resources for children and families. Due to the decrease in childcare revenue, the program is projecting a deficit of \$100,000 through the end of this year. Things are ever changing; Tracye will keep the Council abreast of the budget monthly at Policy Council meetings. We will have an outline of the various funding sources to share with you at the next Policy Council meeting.

On Tuesday, May 26<sup>th</sup>, Educare Central Maine and Skowhegan Early Head Start will re-open. A number of protocols have been put into place to ensure safety of children, families, and staff, including smaller group sizes. Information/webinars were reviewed and input taken from the Centers for Disease Control and Prevention, Department of Health and Human Services, Office of Head Start, Department of Education, Educare learning Network, the Office of Head Start, etc. Children are not required to masks – staff have the choice to wear a mask in the classroom. In all public areas (bathrooms, hallways, etc.), staff are required to wear masks. Upon entry, health screenings for children and staff will be conducted every day.

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

Motion to: Accept and approve meeting minutes of 4/16/2020.

Motion by: Rebekah Collins

Seconded: Danielle Judkins

Vote: AIF

4. **Policy Council Meeting Date – June 2020**

The June Policy Council date was originally changed to June 11<sup>th</sup>, due to a fundraising function, however, because of COVID-19, the fundraiser has been postponed. To assure reports are prepared timely, it was recommended that the June meeting be held on June 18, 2020 at 5:30 PM.

Motion to: Accept and approve the recommendation to have the June Policy Council meeting on June 18, 2020.

Motion by: Rebekah Collins

Seconded: Michelle Humphrey

Vote: AIF

5. **Virtual Head Start Conference Update (Michele Gonya)**

Michele Gonya attended a virtual Head Start Conference recently, sharing highlights of the training she attended with the Council. Although the format was different being virtual, she still felt connected with peers who joined from all over the region.

6. **Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy**

Tracye highlighted the minor changes in the policy; updated site locations.

Motion to: Accept and Approve the Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Michael Mosley

Seconded: Rebekah Collins

Vote: AIF

7. **Reports:**

- **KVCAP Board Update:** Tracye Fortin, Director of Child & Family Services, shared the following update:
  - Western Maine Community Action Program and KVCAP merger: The merger has been delayed due to COVID-19. There is a recommendation to both Boards to delay the merger to October 1<sup>st</sup>. Over the next several months, both organizations financial status will be reviewed by an outside Auditor.
- **Director's Report:** Tracye Fortin, Director of Child & Family Services, provided the following updates:
  - Head Start Federal Monitoring Review – Focus Area 1: Child & Family Services received the Program Performance Summary Report from the Focus Area 1 Federal Review – there were no findings! We have much to be proud of.
  - Head Start Federal Monitoring Review – Focus Area 2: Child & Family Services received email correspondence asking for the program's availability for the 2020-2021 program year. It is likely that we will receive the on-site review this coming year.
  - Summer Programming: Child & Family Services did submit an application for Summer Services (6 weeks, 4 days per week). All public schools were included in the application, except RSU #74. District leaders are making decisions on when they feel ready to invite children back into the schools. One of the focus' during the summer will be outdoor nature-based learning. Guidance from the Regional Office received today indicated that they may not fund each application that was submitted, but instead, assure a formula will be used to give each program funding to use as they see fit (i.e. summer programming, assistance due to COVID-19, etc.). Council members were pleased with the focus on nature-based education.

- **KVCAP Child & Family Services Program Information Summary Report:** Tracye shared that due to COVID-19, all staff working the ‘front lines’ for both childcare and summer services will receive a temporary \$2 more per hour incentive pay. As well, the Agency has adopted this policy for transportation drivers on the ‘front line’.
- **Under-Enrollment Plan:** Reviewed Progress Report – May 2020.
- **Mastercard Report:** Reviewed report.
- **Disabilities Waiver:** Reviewed waiver in detail. Early Head Start:Child Care Partnership is not yet at 10% enrollment of children with disabilities.

Motion to: Accept and approve the reports as presented.

Motion by: Rebekah Collins

Seconded: Michael Mosley

Vote: AIF

8. **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: Adjourn.

Motion by: Rebekah Collins

Seconded: Michael Mosley

Vote: AIF