

Policy Council Committee Meeting

August 20, 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)

Michelle Humphrey (Community Rep)

Michele Gonya (Community Rep)

Danielle Judkins (Community Rep)

Rebekah Collins (Community Rep)

A quorum was present.

Excused:

Kyea Council (Educare Full-Day)

Erika Bernardini (Educare Full-Day)

Kelly Clauson (HomeBased)

Absent:

Nancy Waugh-Whitmore (Solon)

Kaitlin Taylor (North Elementary)

Staff:

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

Jennifer Pare, Executive Administrative Assistant

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

Motion to: Accept and approve meeting minutes of 6/18/2020.

Motion by: Richard Yocum.

Seconded: Rebecca Collins.

Vote: AIF

3. **COVID-19 Update**

Tracye shared an update on revenue versus expenses related to COVID-19, highlighting that dollars related to COVID-19 can be carried forward to next program year. Additional funding, such as Community Services Block Grant (CSBG) and funding from the John T. Gorman Foundation has helped the program assist families who are in need during this uncertain time. Maine Office of Child & Family Services continued childcare subsidy payments and provided COVID-19 funding for increased cleaning and personal protective equipment. Head Start annual funding remained consistent, including COLA (Cost of Living Adjustment) and Quality funds. Additional funding for COVID-19 related needs as well as flexibility in services continues to be supported.

Enrollment and attendance has been impacted by COVID-19. Federal Head Start enrollment plan criteria is on hold until further notice. KVCAP child care programs continue to increase attendance every month. We are actively recruiting and enrolling children for upcoming preschool programs. Our partnerships with Child Development Services continues in the joint effort to serve children with special needs.

The Policy Council does not meet in September. An enrollment report will be emailed to members.

4. **AmeriCorps Advisory Board**

Members of the Council further discussed the survey response affirming Policy Council member's interest in joining the Advisory Board. Members who pursue this would report back to Policy Council as a general community update. If you are interested in being on the AmeriCorps Advisory Board, please let Jenn Pare know and Abbie Giallombardo will reach out to you with meeting details.

5. **Policies**

Policies come before the Policy Council for review; highlighted with any recommended changes. Throughout the review of the following policies, it was mentioned by the Chairperson that the program should monitor the timely flow of U.S. Mail, in the event we were to receive a grievance complaint which outlines a time frame process.

- Confidentiality and Protection of Records – No major changes. Presented as part of annual review.

Motion to: Accept the Confidentiality and Protection of Records as presented and present to the KVCAP Board of Directors.

Motion by: Michelle Humphrey.

Seconded: Richard Yocum.

Vote: AIF

- Impaired Parents Policy – Two changes to highlight: improved language regarding 'misuse' terminology and additional language stating the policy encompasses anyone who is picking up children.

Motion to: Accept the Impaired Parents policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Michelle Humphrey.

Seconded: Richard Yocum.

Vote: AIF

- Recruitment Plan – No major changes. Presented as part of annual review.

Motion to: Accept the Recruitment Plan as presented and recommend to the KVCAP Board of Directors.

Motion by: Michelle Humphrey.

Seconded: Richard Yocum.

Vote: AIF

6. **Policy Council Representation for 2020-2021 and September Policy Council Meeting**

Michael Mosley led discussion about recruitment efforts for next year's Policy Council and how it will be impacted due to COVID-19. Tracye Fortin will reach out to our Head Start Program Specialist and Maine Head Start Directors Association to see what other programs are planning and will report out at our next meeting. Interested Policy Council members will hold a zoom meeting on September 17th at 5:30 p.m. as a focus group to brainstorm recruitment ideas and strategies for new Policy Council representatives. This meeting will be supported by the program's Family Services team.

7. **Reports:**

- **KVCAP Board Update:** Michael Mosley, Policy Council Liaison to the KVCAP Board of Directors, shared the following update:
 - The KVCAP Board of Directors and the Western Maine Community Action Board of Directors voted to end merger discussions. KVCAP has hired a new Chief Financial Officer who will start August 31st.

- **Director Report:** Tracye Fortin, Director of Child & Family Services, shared the following updates:
 - Recognition of Rebecca Collins who joined a virtual tour of Educare with Dr. Bergeron, Office of Head Start Director! Dr. Bergeron again reached out with a request from the Center for Disease Control and Prevention to talk with us about our practices and how we are keeping children safe! To view the virtual tour visit, <https://www.educarecentralmaine.org/director-of-the-office-of-head-start-visits-educare-central-maine/>
 - Early Head Start:Child Care Partnership State Application: A State of Maine Early Head Start: Child Care Partnership application will be submitted. The intent to apply has been approved by the Maine Head Start Directors Association and the Maine Community Action Partners. For KVCAP Child & Family Services, it would mean two or three new providers in Northern Kennebec and Somerset Counties serving 6-7 new infant/toddler slots, as well as funds for KVCAP's HomeStart program to provide technical assistance to other Head start programs throughout the state.

Motion to: Accept and approve the recommendation for Child & Family Services to be included in the state Early Head Start:Child Care Partnership grant application.

Motion by: Michele Gonya.

Seconded: Richard Yocum.

Vote: AIF

- **KVCAP Child & Family Services Program Information Summary Report:** Reviewed report, highlighting that we will be requesting a carry-forward of EHS:CCP Start-up funds and Training & Technical Assistance funds.
- **Mastercard Report:** Reviewed report for June and July, highlighting examples of how we are tracking various expenditures for COVID-19.

Motion to: Accept and approve the reports as presented.

Motion by: Danielle Judkins.

Seconded: Michelle Humphrey.

Vote: AIF

8. **Treasurer's Report**

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

Motion to: Adjourn.

Motion by: Rebekah Collins.

Seconded: Danielle Judkins.

Vote: AIF