

Policy Council Committee Meeting

November 19, 2020

Motion to: Open the meeting.
 Motion by: Michael Mosley.
 Seconded: Emma Kroemer.
 Vote: AIF

1. Introductions & Roll Call

Representatives:

Emma Kroemer (Educare Full-Day)	Nicole Heath (Educare Full-Day)
Michael Mosley (Educare Part-Day)	Anthony Houghton (North Elementary)
Loretta Bellefleur (Skowhegan EHS)	Ashley Hebert (Clinton)
Ravin Ricker (Fairfield)	David Hall (HomeBased)
Christine Tarpen (Quimby)	A quorum was present.

Excused:

Ada Webb (Mill Stream)

Visting:

Michelle Humphrey (Somerset)	Michele Gonya (Past-Parent)
Richard Yocum (Solon)	

Staff:

Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services
 Jennifer Pare, Executive Administrative Assistant

1. Policy Council Orientation:



Welcome new members!!!! Orientation of new Council members occurred. Orientation binders were provided prior to the meeting and include but are not limited to; By-Laws, Organizational Structure, Program Goals, and Personnel Policies. Discussions emphasized Head Start's shared governance structure, meeting formats and how the Council interacts and works with KVCAP's Board of Directors. Code of Conduct reviewed and signed.

The December agenda will focus on election of officers and election of Community Representatives. Members were asked to consider these roles because it is an opportunity to acquire new skills that can be utilized outside of the meeting room. If interested in an Officer seat, please reach out to Jennifer Pare at jenniferp@kvcap.org

2. Carry Forward Request and In-Kind Waivers

The Child & Family Services Chief Operating Officer presented requests for carryover funds and InKind Waivers to Council members. They are as outlined below:

Grant	Carryover Funds Requests/InKind Waiver
Early Head Start Child Care Partnerships Grant #01HP000179	Training and Technical Assistance: \$8,339 Start-Up: \$27,887 COVID One-Time: \$35,152 InKind Waiver Request
Early Head Start Child Care Partnerships Grant #01HP000391	Training and Technical Assistance: \$16,013 COVID One-Time: \$52,728 InKind Waiver Request
Early Head Start/Head Start Grant #01CH011233	COVID One-Time: \$275,067 InKind Waiver Request

Motion to: Accept and approve the recommendation to submit the Carryover Funds Requests and InKind Waivers to the Regional Office. Board of Directors approved November 18, 2020.

Motion by: Emma Kroemer.
Seconded: Michael Mosley.
Vote: AIF

3. Policy Council Meeting Schedule

Due to the ongoing pandemic, Policy Council meetings will remain via Zoom for the foreseeable future. Recognizing the dinner hour is a challenging timeframe for meeting via Zoom, a survey will be conducted to consider other meeting days/times.

4. 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: Emma Kroemer.
Seconded: Michael Mosley.
Vote: AIF