

Policy Council Committee Meeting

March 16, 2021

Motion to: Open the meeting.
Motion by: Richard Yocum.
Seconded: Katy Richardson.
Vote: AIF

1. Introductions & Roll Call

Representatives:

Michael Mosley (Educare Part-Day)	David Hall (HomeBased)
Anthony Houghton (North Elementary)	Richard Yocum (Community Rep)
Ashley Hebert (Clinton)	Katy Richardson (Community Rep)
Ada Webb (Mill Stream)	A quorum was present.

Excused:

Ravin Ricker (Fairfield)
Nicole Heath (Educare Full-Day)
Michele Gonya (Community Rep)

Absent:

Emma Kroemer (Educare Full-Day)
Christine Tarpen (Quimby)

Staff:

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

2. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 1/19/2021. The February meeting was canceled due to weather.
Motion by: Anthony Houghton.
Seconded: Katy Richardson.
Vote: AIF

3. Grant Planning and Financial Overview

The Policy Council reviewed and discussed at length the outcomes of the Child & Family Services Self-Assessments, updates to the Community Assessment (i.e. pandemic impacts), results of the Family Survey, and preliminary Budget Forecasting.

Self-Assessment Summary

Self-Assessments were completed in all six content areas; Disabilities, Education, Family Services, Health, Mental Health, and Nutrition. Numerous strengths were recognized. Great discussion ensued and they identified the top three areas of focus, highlighting the top 2 for the upcoming year.

- 1st Recruitment of eligible children/families (impacts funding)
- 2nd Staffing design for safety and quality (tied to staff, child and parent mental health, family services)
- 3rd Food; Maintain Food Pantry, promote WIC and SNAP benefits

More discussion will occur next month over level of quality (staffing) and quantity (locations) as services are matched with available funding.

Community Assessment Updates

National:

- Pandemic impact on employment, education and mental health

- Recognition that childcare is an economic development issue and a necessary part of infrastructure
- American Rescue Plan and the nation's response to early care and education

State:

- Governor's Economic Recovery Plan includes a focus on childcare as part of the path forward
- Supports for childcare/pre-school and partnerships
- Improved systems alignment efforts

Community:

- Employment opportunities impacted due to closures and part-time service positions
- Decreased Department of Education Child count means reduced program funding
- Head Start Eligibility challenges, especially with working families

Family Survey Focus Areas

Policy Council members reviewed results of the Family Survey. Extremely positive feedback. Two areas of focus include:

1. Continue efforts to support parent to parent connections
2. Remain focused on social/emotional support

Financial Overview/Budget Forecast

Anne Owens, Program Director of Business & Information, joined Policy Council to share an overview of the Business & Information department: financials, contracts, grants, data, marketing, and administrative supports. She provided a financial overview of Child & Family Services, including an in depth analysis of the program's current budget projections as well as the budget forecast for next program year; noting the projected deficit of revenue due to the reduction of Department of Education funding and child care revenue. Through management assessment and the Strategic Planning process, the program will continue to review ways to reduce the deficit. Recommendations will be reviewed by Policy Council and the KVCAP Board of Directors in April for finalization of the Head Start Federal grants, due by June 1st.

Motion to: Accept and approve the Self-Assessment Summary, Community Assessment Updates and Family Survey Summary results.

Motion by: Anthony Houghton.

Seconded: Katy Richardson.

Vote: AIF

3. New England Head Start Governance Training

Due to participant absences, this was tabled to the April Policy Council meeting.

Motion to: Table to the April Policy Council meeting.

Motion by: Anthony Houghton.

Seconded: Richard Yocum.

Vote: AIF

4. Reports:

• **KVCAP Board Update:**

- KVCAP's recent financial audit was conducted and went very well.
- Three new Board members have joined.

• **Director Report:**

- Covid-19 vaccines are becoming more readily available. The program is educating staff and parents on the Center for Disease Control's research-based information.

• **KVCAP Child & Family Services Program Information Summary Report:**

- Enrollment numbers are increasing and attendance has been strong!

- **Mastercard Report:**

- Reviewed January and February reports.

Motion to: Accept and approve the reports as presented.

Motion by: Anthony Houghton.

Seconded: Katy Richardson.

Vote: AIF

5. **Treasurer's Report**

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

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Anthony Houghton.

Seconded: Katy Richardson.

Vote: AIF