

Policy Council Committee Meeting

April 20, 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)
Nicole Heath (Educare Full-Day)	Richard Yocum (Community Rep)
Jessica Ricciardelli (Educare Full-Day)	Michele Gonya (Community Rep)
Katy Richardson (Community Rep)	A quorum was present.

Excused:

Absent:

Ravin Ricker (Fairfield)	Ashley Hebert (Clinton)
Anthony Houghton (North Elementary)	
Ada Webb (Mill Stream)	

Staff:

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

Jessica Ricciardelli was welcomed to the Council. Michael Mosely will review the Orientation binder with her prior to the next meeting.

2. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 3/16/2021.
Motion by: Katy Richardson.
Seconded: Richard Yocum.
Vote: AIF

3. Draft Grant Packages (Early Head Start/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 2 of a 5-year grant, therefore only a continuation application is due for each grant on June 1st. Key changes were highlighted in a draft memo from Michael Mosley and Tracye Fortin, including:

Goals

Our five-year broad program goals continue to align with our program's primary focus areas. We have added an objective to serve eligible pregnant women.

Training & Technical Assistance

We continue to assure all mandatory trainings occur and our interdisciplinary leadership team coordinates additional and ongoing, embedded professional development to advance staff's knowledge and skills to meet co-created individual professional development plans and advance program goals.

Program Design and Approach to Service Delivery

Two primary areas for continued focus emerged through an extensive self-assessment and improvement plan process; (1) Recruitment of eligible children/families, including pregnant women, (2) Staffing design for safety and quality that supports staff, child and parent mental health and family support services.

Cultivating EHS:CCP Provider relationships continues as we establish additional partnership settings bringing EHS services to community childcare centers or Family Childcare Providers through our Home Start model. Federal Head Start Under-Enrollment Plans have been on-hold, however we continue recruitment and have both sustained all partnerships since the onset of the pandemic and have developed additional community Provider partners. The challenge of our rural communities across a vast geographic area requires that we hold several contracts with just a few children in each setting.

Continued Department of Education partnerships extend Head Start’s recruitment reach, provide financial and In-Kind contributions, and demonstrate our inclusionary philosophy; income, ability, cultural diversity. Extending to school day supports children’s continuity of service/care and supports working families. Our program design exceeds Head Start’s Duration expectation of 45% as more school partners seek to increase part-day classrooms to follow the district’s school day. Additionally, as our state’s interest in public preschool continues, we will cultivate potential new public school partnerships in communities of need as we plan for the future.

In response to eligible pregnant women not accessing Home Visiting services, we will intentionally offer this program design option in both Early Head Start and Early Head Start:Child Care Partnerships. This builds upon the two-generation model approach as we partner with families to identify and advance family goals, including the health and development of their child/ren.

Operating during a pandemic has certainly highlighted the importance of relationship! The social/emotional needs of children, families, and staff are paramount to healthy development, secure attachment, family goal attainment, and employee job satisfaction. Parents and staff have emphasized continued focus on a quality program design that takes mental health into consideration in staffing, supports, outreach to families, and opportunities for parent to parent connections. We will continue our deliberate effort to identify manageable workloads to ensure classroom teaching teams, including family services, have adequate time available to maintain quality programming. Our partnership philosophy begins internally. Our team of supervisors and Content Leads, as well as our Business & Information personnel work collaboratively to streamline support systems for effective approaches to our work. This builds an internal culture of quality and teamwork that is embraced and celebrated. Staff create an atmosphere of positivity which models best practices for children, peers, parents and partners. Ongoing professional development focused on trauma informed practices, whole family supports, and mental health supports remain top priorities to strengthen social/emotional wellbeing.

Head Start Budget

Additional COLA 1.22%	\$73,740
Training & Technical Assistance	\$99,769
Head Start/Early Head Start	\$3,766,829
Early Head Start:Childcare Partnerships	\$2,277,444
	<u>\$6,217,782</u>

Motion to: Accept and approve the draft grant packages, which includes a draft budget, program service and delivery, Goals and Objectives, Training and Technical Assistance Plans, and Recommendations for Change and recommend to the KVCAP Board of Directors.

Motion by: David Hall.

Seconded: Richard Yocum.

Vote: AIF

4. Reports:

• **KVCAP Board Update:**

- The Poverty Action Coalition is a committee formed to address issues of poverty. Michael Moseley is planning participation.
- The Mayor of Waterville has included funds in this year’s municipal budget for KVCAP’s Transportation program.

- **Child & Family Services Chief Operating Officer Report:**

- Recommendations for change to KVCAP's Personnel Policies were shared with Council members following review by the agency's lawyer. Highlights include: new Work from Home policy included; clarification around Public Announcements; updates to the Harassment, Loss of Driver's License, and Peaceable Workplace policies, the addition of a Breastfeeding policy, paid time off for Spares/Substitutes, review of the Inclement Weather Policy, and updates to the Absence Without Authorization policy.

Motion to: Accept and approve the recommendations for change to the KVCAP Personnel Policies. The KVCAP Board of Directors will complete a 2nd read at the April Board meeting; First read by the KVCAP Board occurred March 24, 2021.

Motion by: Michael Mosley.

Seconded: Jessica Ricciardelli.

Vote: AIF

- New Director of the Office of Head Start: Policy Council's, Katy Richardson, drafted a welcome letter on behalf of the Policy Council to the Director of the Office of Head Start, Dr. Bernadine Futrell. Great job - thank you Katy!!
- Week of the Young Child celebrated 50 years! A summary outlining the week's activities was included in packets, as well as a Waterville Mayoral Proclamation at the Educare Central Maine school.
- Service Duration: Head Start released a Program Instruction requiring programs to provide at least 1,020 annual hours of planned class operations over the course of at least 8 months per year for at least 45% of center-based funded enrollments. KVCAP Child & Family Services currently exceeds this percentage. MSAD #54, has indicated that they want all children to attend school-day. Two new classrooms will open in that district (Canaan and Norridgewock) and the remaining two part-day classrooms at North Elementary in Skowhegan will convert to school-day. Continued discussions are underway with their school board. We applaud the evolving partnership between Head Start and the public school.
- Head Start One-Time Funding: Head Start will be awarding each Head Start agency one-time funds through the Consolidated Appropriations Act. Each agency will receive funds based on an allocation of funded enrollment. We recommend using 1/2 the funds in the upcoming program year and the other 1/2 the following year.
- Miriam Jacobs, Family Engagement Manager, will Policy Council meetings going forward to support the goal of strengthening connections between the Policy Council representative's and Parent Committee's.

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

- Enrollment is increasing and attendance remains strong!
- Percentages of screenings look great (following a year of COVID). Mobile Dental Clinics are being held to assure children are receiving services.
- The Training and Technical Assistance budget line for the Early Head Start:Child Care Partnership grant is currently 10% spent; an approval will be sought by Policy Council and the KVCAP Board of Directors for approval to submit a carry-over request. More information will be shared this summer.

- **Mastercard Report:**

- Reviewed March report.

Motion to: Accept and approve the reports as presented.

Motion by: Katy Richardson.

Seconded: Richard Yocum.

Vote: AIF

Motion to: Adjourn.

Motion by: Richard Yocum.

Seconded: Katy Richardson.

Vote: AIF