

# Policy Council Committee Meeting

## June 15, 2021

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

### 1. Introductions & Roll Call

#### **Representatives:**

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

#### **Excused:**

Nicole Heath (Educare Full-Day)

#### **Absent:**

Jessica Ricciardelli (Educare Full-Day)

#### **Staff:**

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

### 2. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 5/18/2021.  
Motion by: Anthony Houghton.  
Seconded: Katy Richardson.  
Vote: AIF

### 3. August Policy Council Meeting

Due to an Educare event, the August 17<sup>th</sup> Policy Council meeting is being rescheduled to September 21<sup>st</sup>.

Motion to: Accept and approve recommendation to cancel the August 17<sup>th</sup> meeting and meet Sept 21<sup>st</sup>.  
Motion by: Richard Yocum.  
Seconded: David Hall.  
Vote: AIF

### 4. Reports:

#### • **KVCAP Board Update:**

- Michael Mosley shared that KVCAP's Poverty Action Coalition is a group of individuals and organizations who come together to address the barriers to prosperity in the Waterville area. Their mission is to promote opportunity in our community through partnership, awareness, access, and advocacy.
- The Chief Administrative Officer has announced her retirement, effective December 2021. The search for a replacement is underway. The position includes the Human Resources role.
- May was National Community Action month. KVCAP's Development Director provided posts on KVCAP's Facebook page and Bulletin Boards promoting Community Action Awareness. As well, KVCAP celebrated National Community Action Pizza Day with staff!
- Summary results of KVCAP's Employee Satisfaction Survey will be included in the July Policy Council packet. Great response overall!

- **Child & Family Services Chief Operating Officer Report:**
  - The Office of Head Start released Program Instruction (A5) for Head Start programs in year 2021-2022 outlining expectations for full operations. Pre-pandemic, KVCAP's Early Head Start:Child Care Partnership grant was on an attendance plan while striving to meet full enrollment in partner locations. Due to the pandemic, the Office of Head Start will be wiping the slate clean and starting fresh. What that means is that as of January 2022, as long as programs are fully enrolled, attendance plans will not be reinstated. Community need is highlighted in the Community Assessment, which is conducted every 5 years. However, annually we review any key changes in communities and enrollment impacts. Council members shared a few examples of how they might help to recruit families.
  - Health Advisory Committee Meeting Minutes – as you review, if you have any questions, please send them to Jennifer Pare. Health Coordinator, Ayla Allen, can respond or even join the next meeting.
- **KVCAP Child & Family Services Program Information Summary Report:**
  - Reviewed report.
- **Mastercard Report:**
  - Reviewed May report.

Motion to: Accept and approve the reports as presented.

Motion by: David Hall.

Seconded: Ada Webb.

Vote: AIF

**5. Reports:**

Michael Mosley shared that Maine Children's Alliance was awarded two national grants with the goal of elevating parent voice in state policy advocacy related to understanding and addressing barriers to improve access to (Early)Head Start and early Intervention Services. Current job opportunities for Project Coordinator and Parent Leaders are available. For more information on these positions or to apply, visit <https://www.mekids.org/about-us/employment-opportunities/>

**6. Motion to: Adjourn the Policy Council meeting.**

Motion by: Anthony Houghton.

Seconded: David Hall.

Vote: AIF

Members of Policy Council interested in joining a conversation about how to improve the connections between Parent Committees and Policy Council stayed on the call for a discussion with Joni Sprague, Educare Family Services Supervisor, and Miriam Jacobs, Family Services Manager – see minutes on Attachment A.



**Discussion about strengthening the link between the Policy Council and Parent Committees:**

Joni Sprague joined Miriam Jacobs to support conversation about how to improve the connections between Parent Committees and Policy Council. Ideas discussed:

- \*Having an expectation at each Parent Committee meeting to include some link to the Policy Council such as the Policy Council rep sharing directly, providing written update, video message (etc).
- \*Having Policy Council rep post messages on various virtual platforms such as SeeSaw, FaceBook, email groups.
- \*Having reps create after meeting video messages that could be distributed

(taking turns and with support of staff as needed).

\*Having visual presence at site such as a bulletin board where a picture of the Policy Council rep is and messages are shared in this same spot throughout the year.

\*Sharing notes or agenda with groups that may have more relevant context for the parents. Maybe dress it up so it is eye catching and have it be “from” their rep.

\*Continuing to provide “talking points” after the meeting to be shared.

\*Recording meetings or live streaming like other committees or school boards do. This would not include any Executive session if the need came up.

\*Importance of sharing information across groups. Have opportunities for conversations.