

# Policy Council Committee Meeting

## January 18, 2022

Motion to: Open the meeting.  
Motion by: Michele Gonya  
Seconded: Richard Yocum  
Vote: AIF

### 1. Introductions & Roll Call

#### **Representatives:**

Mary-Gene Rumery (Educare Full-Day)	Ashley O'Brien (Community Rep)
Rick Dugal (Educare Full-Day)	Michael Mosley (Community Rep)
Angel Richardson (Educare Part-Day)	Michele Gonya (Community Rep)
Lisa Fountain (Fairfield)	Richard Yocum (Community Rep)
David Hall (HomeBased)	<b>A quorum was present.</b>
Danielle Allen (EHS:CCP Partner)	

#### **Excused:**

Ashley MacDonald (Mill Stream)  
Glenn Mercier (Community Rep)  
Maria Kuntz (Community Rep)

#### **Absent:**

Jessica Vienneau (North Elementary)

#### **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 12/21/2022.  
Motion by: Michele Gonya  
Seconded: Richard Yocum  
Vote: AIF

### 3. Family Engagement

Eligibility, Recruitment, Selection, Enrollment and Attendance Policy and Annual Training: Miriam Jacobs, Family Engagement Manager, provided an Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) training to Council members. Included in the training was a review of the revised ERSEA policy, highlighting minor changes. Head Start Program Performance Standards require that the Policy Council and KVCAP Board of Directors receive training on these topics within 180 days of our grant award on an annual basis. During discussion, several Council members mentioned their interest in connecting with State leaders to inquire about increasing the poverty guidelines.

Motion to: Accept and approve the Eligibility, Recruitment, Enrollment and Attendance Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Mary-Gene Rumery  
Seconded: Rick Dugal  
Vote: AIF

### 4. Policy Council Bylaws

The Council discussed and reviewed the recommended change to the Bylaws; clarification around election of HomeBased and HomeStart Council members. It was discussed and recognized that the prior addition of community member seats is effective as written.

Motion to: Accept and approve the Policy Council Bylaws with minor edit and recommend to the KVCAP Board of Directors.

Motion by: Mary-Gene Rumery

Seconded: Rick Dugal

Vote: AIF

5. **Annual Planning Timeline 2021-2022**

Reviewed the Annual Planning Timeline with Council members, noting important dates. Family Surveys will go out in May this year so families have a full year of programming to reflect on, thus making the data more relevant and useful for future program planning.

Motion to: Accept and approve the Annual Planning Timeline as presented and recommend to the KVCAP Board of Directors.

Motion by: Rick Dugal

Seconded: Michelle Gonya

Vote: AIF

6. **Reports:**

• **KVCAP Board Update:**

- Compression and Wage Analysis: KVCAP hired a private consulting firm to review current wage and compensation levels of staff. The results indicated that increases were needed for some non-exempt positions. Overall, the increase in the Agency's budget will be about \$500,000; roughly \$200,000 for Child & Family Services. The KVCAP Board approved a revised wage scale with compression adjustment.

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

- COVID-19 Program Impact: As of January 31<sup>st</sup> all staff will need to be vaccinated, following the Agency's vaccine mandate. Staff with an approved medical exemption will have to test weekly. Tracye Fortin explained the IFA (Internal Federal Rule). KVCAP tracks COVID-related data as it relates to positive test numbers for children and staff; Council members reviewed the data and discussed how it impacts staffing patterns. The applicant pool is not as strong as years past, which will require more staff technical assistance for skill development and professional growth.

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

- Council members discussed attendance and the impact COVID has had on meeting the 85% threshold, and the importance of attendance and how it affects funding. Discussed inclusionary philosophy in our enrollment of children with disabilities ((10% minimum requirement) and community partnerships. Shared past Enrollment Plan for EHS:CCP and began early consideration of Change in Scope to respond or reduce enrollment based on community partnerships and budget. Further data review will occur during the grant planning process.
- Discussed the benefits of zoom to keep children and families connected to the school, effective when the pandemic first 'hit' and program's closed. However, with school operations open, it is not an allowable service option for attendance.
- Budget review demonstrated all grants are within expected expenditure ranges. The One-Time award is set-aside to complete paving at our largest service center; Educare Central Maine in Waterville.

• **Mastercard Report:** Reviewed report.

Motion to: Accept and approve the reports as presented.

Motion by: Rick Dugal

Seconded: Lisa Fountain

Vote: AIF

7. **Policies:**

Minor changes recommended to the following policies. Presented as part of the annual review/periodic update process.

- Policy Council Code of Conduct
- Employee Code of Conduct
- Internal Dispute Resolution Policy
- Community Complaint Policy and Procedure
- Suspected Child Abuse and Neglect Policy
- Child Care Payment Policy/Client Agreement
- Professional Development Policy
- Family Engagement Funds Policy

Motion to: Accept and approve the policies as presented and recommend to the Board of Directors.

Motion by: Mary-Gene Rumery

Seconded: Lisa Fountain

Vote: AIF

Motion to: Adjourn.

Motion by: Rick Dugal

Seconded: Lisa Fountain

Vote: AIF