

Policy Council Committee Meeting

November 16, 2021

Motion to: Open the meeting.
Motion by: David Hall.
Seconded: Michele Gonya.
Vote: AIF

1. Introductions & Roll Call

Representatives:

Mary-Gene Rumery (Educare Full-Day)

Rick Dugal (Educare Full-Day)

Jessica Vienneau (North Elementary)

Ashley MacDonald (Mill Stream)

Lisa Fountain (Fairfield)

David Hall (HomeBased)

Ashley O'Brien (Community Rep Candidate)

Glenn Mercier (Community Rep Candidate)

Maria Kuntz (Community Rep Candidate)

Richard Yocum (Community Rep Candidate)

Michael Mosley (Community Rep Candidate)

Michele Gonya (Community Rep Candidate)

Jessica Ricciardelli (Community Rep Candidate)

A quorum was present.

Excused:

Absent:

Angel Richardson (Educare Part-Day)

Staff:

Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services

Miriam Jacobs, Family Engagement Manager

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. The Code of Conduct will be emailed to members for review and signature.

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. If interested in an Officer seat, please reach out to Jennifer Pare at jenniferp@kvcap.org

2. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 9/21/2021.

Motion by: Richard Yocum.

Seconded: David Hall.

Vote: AIF

3. Family Engagement Manager

Miriam Jacobs, Family Engagement Manager, shared her role in Family Services and why it is an important component to the connection with Policy Council. Miriam attends the monthly Policy Council meetings to support the goal of strengthening connections between the Policy Council representative's and Parent Committee's, as well as the Family Service staff.

Brief discussion occurred regarding Policy Council composition outlining representatives from each site, with a recommendation to review the Policy Council composition at the December meeting. This will be a December Agenda item.

4. **Reports:**

- **KVCAP Board Update:**

- All ten (10) Community Action Programs in the State of Maine collaboratively hired a Consultant to conduct a statewide Community Needs Assessment. Highlights will be reviewed with the Policy Council as part of our annual and ongoing grant planning work. Community data, as well as program, data inform any possible change in scope of our work due to child/family needs, community needs, enrollment trends and staffing challenges.
- Community Services Block Grant (CSBG) training was provided to Board members.
- The Board's Annual meeting will take place on Wednesday, November 17, 2021.

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

- COVID-19 Program Impact: We are proud to continue programming and to remain open during the continued pandemic. With that said, like many other business and educational institutions nationally, we are experiencing a staffing shortage. KVCAP falls under two Federal mandates requiring employees to be fully vaccinated against COVID-19 by January 2022; Head Start funded employees and businesses with 100 or more employees. KVCAP will require all staff be fully vaccinated by January 1, 2022 in order to be in compliance with the Federal mandate and better assure safety of our clients and our employees. Staff who choose to not be vaccinated will be deemed a voluntary resignation. Additional staffing updates will be provided at our Policy Council meetings.
- Carryover Requests: Base grant funding for KVCAP's Head Start/Early Head Start and Early Head Start:Child Care Partnerships programs in 2020-2021 was not fully expended due to the impact of COVID-19; additional state and federal CARES Act and COVID funds and challenges with hiring for staffing vacancies. These factors, as well as lower enrollment and closures in our community childcare partner locations, resulted in the following carry-forward requests:

Head Start/Early Head Start: \$157,922.66

Early Head Start:Child Care Partnerships: \$174,274.07

Motion to: Accept and approve the carry-forward requests for the Head Start/Early Head Start and Early Head Start:Child Care Partnerships grants and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: Rick Dugal.

Vote: AIF

- **Child & Family Services Program Information Summary Report and Mastercard Report.**

- Tabled to December meeting.

Motion to: Accept and approve the reports as presented.

Motion by: Mary-Gene Rumery.

Seconded: Richard Yocum.

Vote: AIF

5. Motion to: Adjourn the Policy Council meeting.

Motion by: Mary-Gene Rumery.

Seconded: Richard Yocum.

Vote: AIF