

Policy Council Committee Meeting

December 21, 2021

Motion to: Open the meeting.
Motion by: Richard Yocum.
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)
Glenn Mercier (Community Rep)

Maria Kuntz (Community Rep)
Richard Yocum (Community Rep)
Michael Mosley (Community Rep)
Michele Gonya (Community Rep)

A quorum was present.

Excused:

Danielle Allen (EHS:CCP – HomeStart)

Absent:

Angel Richardson (Educare Part-Day)
Jessica Ricciardelli (Community Rep Candidate)

Staff:

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

2. Orientation for New Members

Michele Gonya offered to help orient new members when they join Policy Council after the beginning of the program year Orientation Meeting. Thank you, Michele, for your leadership and assistance! Jennifer Pare will coordinate a January connection between Michele with Danielle Allen, the new Early Head Start-Child Care Partnership representative.

3. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 11/16/2021.
Motion by: Mary-Gene Rumery.
Seconded: David Hall.
Vote: AIF

4. Family Engagement Manager

Miriam Jacobs, Family Engagement Manager, led discussion on the following:

- **Efforts for Recruiting New Policy Council Members:** Staff continue to connect with parents who might be interested in a Policy Council seat. Staff meetings, Parent Committee meetings, brochures, flyers, and an informational video, are examples of the recruitment tools. The Child & Family Services team of staff, parents and partners held a Recruitment Day this summer and delivered over 1000 informational bags throughout communities. Members shared their experiences with getting voted in as a representative, emphasizing the relationship connection with the staff and with Parent Ambassadors was most influential. It was noted that it is more difficult to have parent-to-parent connections during the pandemic, and staff's creative efforts to support these opportunities makes a positive difference.
- **Policy Council Composition:** Two considerations were discussed and tabled to allow more time to review the By-laws and consider the following;

- EHS:CCP partnership representative voting/election process; consider adding to the By-Laws consistent with the HomeBased representative.
- Policy Council representation by location/option; consider how vacant locations/options are represented by elected Head Start and Community representatives.

Motion to: Table this discussion to the January Policy Council meeting, to include draft written recommendations for change to the Policy Council Bylaws for review by the Council and Board.

Motion by: Mary-Gene Rumery.

Seconded: Ashley MacDonald.

Vote: AIF

5. **Community Representative Elections**

The following were recommended by the Council for Community Representative positions:

Community Representative (Not enrolled in Head Start, but have children enrolled):

- Ashley O'Brien - representing MSAD #54 North Elementary Preschool
- Glenn Mercier – representing MSAD #54 North Elementary Preschool
- Maria Kuntz – representing RSU #19 Somerset Preschool

Community Representative (Past Parents):

- Michael Mosley
- Michele Gonya
- Richard Yocum

Motion to: Approve recommendations for Community Representative's as requested.

Motion by: Mary-Gene Rumery.

Seconded: Ashley MacDonald.

Vote: AIF

6. **Policy Council Officer Elections**

Reviewed duties of each position in detail. Council members expressed their interest in specific positions. Thank you for your willingness to perform a leadership role on the Council!

- Chairperson – David Hall

Motion to: Approve recommendation of David Hall for Chairperson

Motion by: Michele Gonya.

Seconded: Lisa Fountain.

Vote: AIF

- Vice Chairperson – Jessie Vienneau

Motion to: Approve recommendation of Jessie Vienneau for Vice Chairperson.

Motion by: Michael Mosley

Seconded: David Hall

Vote: AIF

- Secretary – Mary Gene Rumery

Motion to: Approve recommendation of XXX for Secretary.

Motion by: Michele Gonya

Seconded: Jessie Vienneau

Vote: AIF

- Treasurer – Treasurer elections did not occur, due to continued virtual meetings during the pandemic and no payouts.
- Policy Council Liaison to the KVCAP Board of Directors – Two members expressed interest; Mary-Gene Rumery and Michael Mosley.

Motion to: Approve recommendation of Michael Mosley to continue as Policy Council Liaison to the Board of Directors.

Motion by: David Hall.

Seconded: Lisa Fountain.

Vote: 8 Yes; 1 No

7. Reports:

○ **KVCAP Board Update:**

- Last month's Board meeting was the Annual meeting. Continued review of the wage scale to address attraction and retention of employees will be reviewed at the January Policy Council meeting.

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

- Federal Review: KVCAP Child & Family Services Head Start is due for its Federal Focus Area 2 Review. A 45-day notification will be received prior to the visit; KVCAP has not yet received a notification. An upcoming Policy Council meeting will include review of the protocol and what types of questions will be asked. We will continue our ongoing orientation and business at each Council meeting.

○ **Child & Family Services Program Information Summary Report:**

- Reports were reviewed with no questions. We can delve deeper into any of areas for further information upon request.

○ **Mastercard Report**

- Reviewed September, October, and November reports.

Motion to: Accept and approve the reports as presented.

Motion by: Lisa Fountain.

Seconded: Michele Gonya.

Vote: AIF

8. Annual Policy Review

Policies come before the Policy Council for review; highlighted with any recommended changes. One slight change was highlighted. Due to time, it was recommended to table the policies to assure new members had more time to review.

Motion to: Table to the January meeting.

Motion by: Michael Mosley.

Seconded: Jessie Vienneau.

Vote: AIF

9. Motion to: Adjourn the Policy Council meeting.

Motion by: Lisa Fountain.

Seconded: Michele Gonya.

Vote: AIF