

# Policy Council Committee Meeting

January 17, 2023

## 1. Open Meeting

Motion to open the meeting

Motion by: Kristin Gammon

Seconded: Lynn Bellefleur

Vote: AIF

## 2. Roll Call & Attendance

P=Present A=Absent E=Excused

P - Mary-Gene Rumery (Educare Full-Day)

E - Claire Bartlett (North Elementary)

P - Lynn Bellefleur (SEHS)

P - Ashley Beaulieu (Educare Part-Day)

A - Sarah Talbot (Canaan PreK)

P - Kristin Gammon (HomeBased)

P - Bryan Deleonard (Community Rep WTVL)

P - Tram Martin (EHS-CCP )

P - Derek Levasseur (Educare Full-Day )

P - Rachel Provencher (Community Rep

P - Virginia Vincent (Albion)

Hartland )

Others:

Staff:

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

P - Miriam Jacobs, Family Engagement Manager

## 3. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 12/20/2022

Motion by: Bryan Deleonard

Seconded: Ashley Beaulieu

Vote: AIF

## 4. Family Engagement

- Policy Council Representation and Orientation

Fairfield, Clinton and Mill Stream sites remain vacant, however each site's school district pre-k partnership is represented. Policy Council orientation will be provided to new members individually.

## 5. Reports

- KVCAP Board Update: No December meeting.
- Child & Family Services Chief Operating Officer Report
  - Program Information Summary – a focus on Enrollment:
    - Enrollment is closely monitored by the Office of Head Start, likewise by the program, Policy Council and Board. The pre-COVID 97% requirement is reinstated, with OHS Enrollment Plan monitoring beginning at the 50% threshold. If enrollment is still not met within one year, Head Start funding would be returned. A Change of Scope in service could be a strategy. We are not currently on an enrollment plan and we remain active and always mindful of our enrollment.
    - The KVCAP Head Start enrollment is strong. The Early Head Start Home Visiting Program has openings. With higher staff turnover, center-based staffing and enrollment was prioritized. As staffing slowly recovers, we will be ready for focus on the Home Visit Model. This will be an important Strategic Planning topic.
    - The KVCAP Early Head Start: Child Care Partnership is under-enrolled with ongoing efforts to increase community Providers. Community provider pool is still recovering from COVID. KVCAP continues to highlight partnership benefits during recruitment such as additional funding, trainings and support, as we strive to rebound.
  - Program Information Summary – a focus on Attendance:
    - We strive to meet the required Head Start 85% standard and analyze reasons to identify family needs and trends. Attendance during the month of December was low and an analysis reflected 75% of our absences was due to illness. Parents identified an increase in RSV and flu. Policy Council members had a conversation about transportation also being a cause for absences, with emphasis on family services staff having conversations with families about barriers.
  - Credit Card Expenditures: Report reviewed.
    - Noted - Red Nose Fund is an example of a non-Head Start funding award that includes incentives to help build staff moral and retention.
  - Annual Planning Timeline 2022-2023:
    - Dates were reviewed and updated. ERSEA will be reviewed in February.
    - An important reminder of the Policy Council Officers joining Program Directors to review data summary of Key Changes in preparation for the Policy Council and Board. This is an important grant planning role.

- Policy Review:
  - Internal Dispute Resolution Policy – Annual review. No recommended changes.
  - Suspected Child Abuse Policy- updated to follow the Information Memorandum ACF-IM-HS-22-07
- Head Start Program Instruction – The final rule removes the mask requirement for individuals 2 years of age and older. It also requires programs to establish an evidence-based Covid-19 Mitigation Policy in consultation with their HAC by 3/7/2023. A reminder that the Health Advisory Council includes parents. Mary-Gene encouraged parent attendance. A draft will be available for review at the February Policy Council meeting.
- Head Start Policy Council Bylaws with tracked changes from previous meeting provided, awaiting final review/approval by the KVCAP Board.

Motion to: Accept and approve the reports as presented.

Motion by: Lynn Bellefleur

Seconded: Tram Martin

Vote: AIF

#### 6. **Treasurer Report**

Beginning Balance: \$200.00

Paid out: \$49.92

Remaining balance: \$150.08

Motion to: Accept the Treasurer's report

Motion By: Tram Martin

Seconded: Kristin Gammon

Vote: AIF

#### 7. **Adjourn Meeting**

Motion to: Adjourn

Motion By: Derek Levasseur

Seconded by: Tram Martin

Vote: AIF