

Policy Council Committee Meeting

December 20, 2022

1. Open Meeting

Motion to: Open the meeting.
Motion by: Derek Levasseur
Seconded: Tram Martin
Vote: AIF

2. Roll Call & Attendance

P=Present A=Absent E=Excused

Representatives:

P Mary-Gene Rumery (Educare Full-Day)	_P_ Bryan Deleonard (Community Rep Waterville)
P Derek Levasseur (Educare Full-Day)	_P_ Rachel Provencher (Community Rep Hartland)
E Ashley Beaulieu (Educare Part-Day)	
P Sarah Talbot (Canaan Preschool)	Others:
P Kristin Gammon (HomeBased)	
P Tram Martin (Early Head Start Child Care Partnership)	
P Lynn Bellefleur (Skowhegan Early Head Start)	

Staff:

Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services
Miriam Jacobs, Family Engagement Manager

Policy Council Orientation Binders will be provided to Representatives who were not in attendance at the November Policy Council meeting. Mary-Gene will assist with providing an Orientation.

3. Community Representative

Rachel Provencher expressed her interest in becoming a Community Representative from the Hartland Preschool.

Motion to approve Community Representative:
Motioned: Derek Levasseur
Seconded: Bryan Deleonard
Vote: AIF

4. Review/Approval Policy Council Meeting Minutes

Prior Meeting Minutes remain in draft form until reviewed by Policy Council members and approved at the next meeting. General action items may be shared out immediately, but all other items are still a work in progress until approved at the next meeting.

Motion to: Accept and approve meeting minutes of 11/15/2022.
Motion by: Derek Levasseur
Seconded: Lynn Bellefleur
Vote: AIF

5. Family Engagement

• **Recruiting Parents for Policy Council Representatives**

Miriam Jacobs emphasized Policy Council recruitment needs with Family Services staff. Policy Council Representatives are interested in assisting. Miriam will provide upcoming Parent Committee dates of the locations currently without a Representative.

• **Family Resources & Assistance**

Miriam Jacobs shared the program has had various sources of funding to assist families with barriers related to workforce, childcare, transportation, food, or housing needs. We are exploring the possibility of continuation of this during this program year, as funding sources allow. Families should continue to share needs in their conversations with their family services staff.

- **Confidentiality and Protection of Records Policy**

Miriam Jacobs reviewed recommended changes to comply with recent changes in the state childcare licensing rules.

Motion to: approve changes and move forward to the KVCAP Board

Motion by: Derek Levasseur

Seconded: Sarah Talbot

Vote: AIF

6. **Officer Elections**

Derek Levasseur began with a sincere recommendation to approve Mary-Gene Rumery as Chair. Mary-Gene responded with her interest and her experience.

Motion to: approve Mary-Gene Rumery as Chair

Motion by: Derek Levasseur

Seconded: Lynn Bellefleur

Vote: AIF

Following this, parents engaged in passionate discussion about interests in leadership positions, sharing heartfelt emotions as well as supportive recommendations of others.

Motion to: approve a final slate of Officers:

Chair- Mary-Gene Rumery

Vice Chair- Lynn Bellefleur

Secretary- Sarah Talbot

Treasurer- Bryan Deleonard

Liaison to the KVCAP Board- Derek Levasseur

Motion by: Derek Levasseur

Seconded by: Tram Martin

Vote: AIF

Mary-Gene Rumery shared that the Officers joining a Policy Council 'Prep Call' for Agenda Review prior to the Policy Council meeting is extremely beneficial, and encouraged all newly seated Officers to join if able.

7. **Reports:**

- **KVCAP Board Update:**

Tracye shared that in the future, the Liaison will share key highlights. At the KVCAP Board Annual Meeting, a new Chair- Mike Mitchell- whom is in private practice and has a long history in mental health work and a new vice chair- Pamela Thompson- who oversees the Education Department at Thomas College, were voted into these leadership roles. The Executive Committee approved \$1000 awards to be granted for all agency employees, funded primarily from grant designated employee retention funds. Discussions are ongoing regarding additional attraction and retention strategies.

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

- Child & Family Services Program Information Summary Report

Tracye reviewed, highlighting key information for monitoring. A Content Lead Specialist can join a future meeting to delve deeper into categories of interest by the Council.

- Credit Card Expenditures – November

Tracye encouraged the Council to bring forward any questions they have in their review. The master card is used for many purposes.

- Policy Council Bylaws

We discussed the two minor changes we recommended and voted on during Orientation, and no further changes are brought forward. We will move them forward to the KVCAP Board.

- Code of Conduct

Head Start standards were additions to the existing policy. Agreement.

- Community Complaint Procedure

No changes to the policy, it's just up for review. Agreement.

- Annual Planning Timeline

Tracye discussed the importance of the timeline outlining key activities for Policy Council and Board in their governance roles. Mary-Gene shared her experience, emphasizing the importance of Policy Council joining in the opportunities to be part of the process as Policy Council voices are indeed wanted, valued, and included in the planning.

Motion to: Accept and approve the reports as presented.

Motion by: Derek Levasseur

Seconded: Sarah Talbot

Vote: AIF

8. Treasurer's Report

None needed due to the use of Zoom. Representatives were thanked for their participation via Zoom this evening. Tracye let the Council know due to the last-minute change a gift card could be issued for any hardship that may have been created due to meals or childcare. Switching from in- person due to illness or weather is an option that allows meetings to continue as scheduled.

9. Adjourn Meeting

Motion to: Adjourn.

Motion by: Derek Levasseur

Seconded: Tram Martin

Vote: AIF

Before all members left the meeting, Tracye applauded the Council members on their ability to work so well together, as demonstrated during the Officer election process, and expressed how energizing it is to work together. Everyone is looking forward to the work we will accomplish in the new year!