

# Policy Council Committee Meeting

## May 16, 2023

### 1. Open Meeting

Motion to: Open the meeting

Motion by: Bryan

Seconded: Jessi

Vote: AIF

### 2. Roll Call & Attendance

**P=Present    A=Absent    E=Excused**

#### **Representatives:**

\_P\_ Mary-Gene Rumery (Educare Full-Day)

\_P\_ Kristen Gammon (HomeBased)

\_P\_ Bryan Deleonard (Community Rep  
Waterville)

\_E\_ Tram Martin (EHS-CCP)

\_P\_ Ashley Beaulieu (Educare Part-Day)

\_P\_ Jessi McGowan (Mill Stream)

\_P\_ Rick Dugal (Educare Full-Day)

\_A\_ Rachel Provencher (Community Rep Hartland)

\_A\_ Virginia Vincent (Albion)

Rachel Provencher and Virginia Vincent were sent letters regarding absences and if they did not attend May Policy Council their member role could be terminated following the By-Laws.

Motion to: Terminate Rachel Provencher and Virginia Vincent as Policy Council Members

Motion by: Bryan

Seconded: Kristen

Vote: AIF

#### **Staff:**

\_P\_ Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services

\_P\_ Miriam Jacobs, Family Engagement Manager

### 3. Election of Officer Vacancies

Secretary- discussed role and any expressed in interest in representative(s) holding this seat.

Motion to: Approve Ashley Beaulieu as Secretary

Motion by: Kristen

Seconded: Rick

Vote: AIF

Vice Chair- discussed role and any expressed in interest in representative(s) holding this seat.

Motion to: Approve Kristen Gammon as Vice Chair

Motion by: Ashley

Seconded: Jessi

Vote: AIF

### 4. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 3/21/2023 and 4/17/2023.

Motion by: Bryan

Seconded: Jessi

Vote: AIF

### 5. Family Engagement

-Fathering Conference synopsis

A handout was shared by Mary-Gene who followed up with participants. Fathers attended a New England Conference and want to develop leadership in Maine. KVCAP Head Start program is focused on increasing and supporting father engagement, and a “Fatherhood Collective” has formed. Policy Council Representatives will promote this at Parent Committee meetings.

-Head Start Goes to the Park

Over 100 Maine Head Start families joined at the State House for a tour and to enjoy lunch together at the park. Mary-Gen shared that Maine State Parent Ambassadors joined to support parents as advocates, and Maine Literacy Volunteers brought books for children. Policy Council Representatives will share this at Parent Committee meetings and plant the seed for repeat families to join next year.

-Family Survey

The survey was revised through parent outreach and review. Surveys are being distributed to obtain valuable input by families. Policy Council Representatives will promote completing the survey at Parent Committee meetings.

-Other

Ashley expressed interest in staff retention information, suggesting a survey be considered. The program has some data and will add this to an upcoming agenda for further discussion.

Rick expressed interest in parent testimony videos as a recruitment strategy; why they are happy with the program. There is some good footage available and we will plan how to move this forward.

**6. Draft Federal Continuation Grant/Budget**

Mary-Gene and Tracye provided a presentation overview of the Early/Head Start and Early Head Start:Child Care Partnership continuation grant process; Self-Assessments, Community Assessment, Goals & Objectives, Partnerships, and Budget. This included the needs of children and families, enrollment and the workforce crisis. There are no key changes in the upcoming program year. Continuous improvement in recruiting and orienting new hires, providing training to support children’s social/emotional development, support for children with disabilities, and assuring full enrollment are primary Quality efforts. The budget includes a Cost of Living Adjustment of 5.6%. It is important to note that the added COVID-related funding to the program is ending. We will continue to work going forward on additional funding streams, including further wage scale analysis and further partnership opportunities.

Motion to: Approve the Federal Head Start Continuation Grant/Budget and recommend to the KVCAP Board of Directors.

Motion by: Bryan

Seconded: Kristen

Vote: AIF

**7. Reports:**

- **KVCAP Board Update:** There was not a quorum of the Elected Sector at the meeting. Mary-Gene Rumery’s recommended appointment to the Board was tabled to the May meeting.
- **Child & Family Services Chief Operating Officer Report:**
  - Child & Family Services Program Information Summary Report – no questions
  - Credit Card Expenditures – no questions
  - Covid-19 Mitigation Policy - Revised to reflect the removal of the vaccine mandate
  - Policy Council Code of Conduct – no recommended changes

Motion to: Accept and approve the reports as presented.

Motion by: Bryan  
Seconded: Kristen  
Vote: AIF

**8. Treasurer's Report**

Start: \$200.00  
Paid Out: \$ 35.00  
Balance: \$165.00

Motion to: Accept the Treasurer's Report.

Motion by: Rick  
Seconded: Jessi  
Vote: AIF

**9. Adjourn Meeting**

Motion to: Adjourn.  
Motion by: Rick  
Seconded: Kristen  
Vote: AIF