

# Policy Council Committee Meeting

## August 15<sup>th</sup>, 2023

### 1. Open Meeting

Motion to: Mary-Gene

Motion by: Jessi

Seconded: Kristen

Vote: AIF (All)

### 2. Roll Call & Attendance

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

#### **Representatives:**

P Mary-Gene Rumery (Educare Full-Day)

P Kristen Gammon (HomeBased)

E Ashley Beaulieu (Educare Part-Day)

P Bryan Deleonard (Community Rep  
Waterville)

P Rick Dugal (Educare Full-Day)

A Tram Martin (EHS-CCP)

P Jessi McGowan (Mill Stream)

#### **Staff:**

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

P Miriam Jacobs, Family Engagement Manager

P Cathy Michaud, Administrative Assistant

P Kristin Ludwig, Program Assistant / Marketing Coordinator

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

Motion to: Accept and approve meeting minutes of 7/18/2023

Motion by: Mary-Gene

Seconded: Rick

Vote: AIF (All)

### 4. Policy Council Appreciation

Certificates of Appreciation was awarded along with an appreciation gift to each family. Representatives were reminded that Policy Council seats remain until November. Representatives shared their view of key contributions:

Rick – Marketing input & data report/questions.

Jessi – Fresh ideas.

Mary-Gene – Leadership of Policy Council

Kristen – Homebased and center-based voice.

Bryan – Financial questions.

### 5. Family Engagement

- Mary-Gene followed up with Andrew Bourassa. Rick shared his brief connection with the Fatherhood group. In order to better support the focus, a staff member will join an upcoming Policy Council meeting to review goals and structure.
- Recruitment Advertising - Kristin Ludwig joined the meeting to provide an update on connections with EpicVue. Two videos; one to recruit families, one to recruit employees are being developed with program footage. Commercials will be advertised during the local games on EpicVue's YouTube Channel. Mary-Gene encouraged PC parents to join local Parent Committee meeting to assist in Policy Council representative recruitment. She and Bryan will join a Family Services Coordinator meeting with Miriam.
- A program Staffing Specialist is in the process of being hired to address the increased hiring, orientation and substitute needs of the program.

### 6. Reports:

- KVCAP Board Update – Mary-Gene highlighted the Skowhegan new school construction Groundbreaking invitation, scheduled for Thursday at 10am. This Educare-influences partnership for the birth – grade 5 elementary school is receiving wide attention across Maine and throughout the national Educare Learning network.

- Mary Street Housing Project (affordable housing) has an open house on August 24th from 11am – 2pm. It really is affordable and there are still a few available units.
- Child & Family Services Chief Operating Officer Report
  1. Teacher salaries are increasing by \$1/hour to assist in competing with area market rates.
  2. Tracye shared national Head Start data on Change in Scope: 67% of Head Start agency applications have lowered enrollment to increase salaries. Our small Home Visiting program funds 3 positions, two currently filled for September 1<sup>st</sup> with enrollment at 17; 13 children and 4 pregnant women. The Head Start Regional office agreed we pause enrollment in services to take a deeper data dive to assess need and cost. Kristen spoke of the services provided; individualized supports geared towards family to help support the children. Tracye reminded Policy Council of confidentiality on this matter.
  3. Child & Family Services Program Information Summary Report financials indicate a likely budget revision request for Early Head Start: Child Care Partnership.
  4. Credit Card Expenditures – no questions.

**Motion to: Accept and approve to readjust \$250,000 to the budget for Home Based closure**

Motion by: Mary-Gene

Seconded: Jessi

Vote: AIF (All)

**Motion to: Accept and approve to pause enrollment for Home Based Program**

Motion by: Rick

Seconded: Jessi

Vote: AIF (Kristen opposed)

**7. Meeting Highlights**

- Kristin will be joining the meeting next month to do a video of Policy Council Representatives.
- Groundbreaking Ceremony invitation – Skowhegan birth-grade 5 elementary school
- Supporting Father Engagement efforts
- Appreciation of recognition of what's confidential, i.e. teacher wages, Home Base Program
- Meal prepared by kitchen was incredible!

**8. Treasurer's Report**

Start: \$153.37

Dispersed: \$36.40

End: \$116.97

**Motion to: Accept and approve Treasurer's Report**

Motion by: Mary-Gene

Seconded: Rick

Vote: AIF (All)

**Motion to: Accept and approve the report as presented**

Motion by: Mary-Gene

Seconded: Rick

Vote: AIF (All)

**9. Adjourn Meeting**

Motion to: Mary-Gene

Motion by: Rick

Seconded: Jessi

Vote: AIF (All)