

Policy Council Committee Meeting Minutes

October 17, 2023

5:30 PM – 7:30 PM

1. Meet & Greet – 5:30pm – 6:30pm

2. Open Meeting

Motion to: Mary-Gene

Motion by: Bryan

Seconded: Kristen

Vote: AIF

3. 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)

P 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

4. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 9/19/2023

Motion by: Jessi

Seconded: Rick

Vote: AIF

5. Reports

a. KVCAP Board Update

1. Review of the KVCAP Annual Plan of Budget

2. Transportation needs and creative response is under development

b. Child & Family Services Chief Operating Officer Report

1. Credit Card Expenditures

2. Program Information Summary Report

o Enrollment remains a high focus area

o Early Head Start numbers are low due to transfer in position with one of the HomeBased Staff

3. Tracye will share a presentation on the efforts to build an early childhood career pipeline.

4. Educare enrollment highlights infant / toddler needs. Discussion will continue about available classroom space due to lower Head Start enrollment.

5. Invitation to the New England Head Start Conference in Nashua, NH December 4 – 6

Motion to: Accept and approve the reports as presented

Motion by: Rick

Seconded: Tram

Vote: AIF

6. Meeting Highlights

- Meet & Greet!
- Recruit Head Start children!
- Reviewing transportation options.
- Mary-Gene will be attending Maine Community Action Partnership (MECAP) in Bangor this Friday.
- Since the announcement of the Substitute program, there have been 12 applicants.
- Policy Council recruitment video is fabulous!
- Jessi was thanked for her involvement with Policy Council, as it was her last meeting. We all look forward to seeing her again when her younger children become involved in the Millstream Program.

7. Treasurer's Report

Motion to: Accept and approve Treasurer's Report

Motion by: Kristen

Seconded: Tram

Vote: AIF

Adjourn

Motion to: Adjourn meeting

Motion by: Tram

Seconded: Jessi

Vote: AIF

Reminder that the next Policy Council Meeting will be held on Tuesday, November 14th