

# Policy Council Committee Meeting Minutes

September 19, 2023

5:30 PM – 7:30 PM

1. **Open Meeting**

Motion to: Mary-Gene

Motion by: Rick

Seconded: Tram

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** 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

**P** Brianne Bitgood, Family Services Lead (Fatherhood Initiatives Presentation)

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

Motion to: Accept and approve meeting minutes of 8/15/2023

Motion by: Bryan

Seconded: Rick

Vote: AIF

4. **Family Engagement**

- a. Fatherhood Initiatives –Brianne Bitgood joined the Policy Council group to show a presentation on the Fatherhood Initiative. Input and future plans were discussed to promote Fatherhood Groups, including in-person events, Zoom meetings and email lists.
- b. Child Recruitment Advertising Video – Kristin Ludwig showed the Educare video of parent testimonies. Well done! Thank you to parents! A staff recruitment video is in process.
- c. Policy Council Recruitment - Mary-Gene has committed to attending the majority of the Parent Committee meetings. Kristin to send Mary-Gene Policy Council brochures. A Policy Council recruitment video is in process. The October PC Meet & Greet was discussed and agreed upon.

5. **Reports**

KVCAP Board Update

- Mary Street affordable housing apartment leases are filling, with a few more available.
- New Somerset program for transportation is in the works. This is an Uber like model.
- An effort is being made to change bus routes because of empty seats.
- Pre-K children are needing transportation in several programs. MSAD#54 Skowhegan is exploring district transportation in the future.
- Diversity, Equity, Inclusion, Accessibility (DEIA) survey results are currently being collected.

- Mary-Gene plans to attend the Maine Community Action Partners summit.

#### Child & Family Services Chief Operating Officer Report

##### 1. Program Information Summary Report

- Budget – a reminder that Carry Over funds have been discussed. EHS-CCP funds would exceed the \$250,000 threshold and require a Budget Revision. Tracye provided the following considerations to spend down the remaining amount:
  1. Funding teacher salaries and benefits increased costs
  2. Opening up another classroom, at North Elementary School or Educare, also exploring Kennebec Valley Community College campus.
  3. Natural Playgrounds for EHS:CCP partners
  4. Skowhegan new school natural playgrounds and porches for safety egress (\$200,000).

##### 2. Enrollment Report

- Possible merge of part day classes to open up an infant toddler room to reduce waitlist.
- Lost 14 staff since spring and rehired half. Impacts staff training needs.
- Transportation is a cause of under- enrollment.

##### 3. Credit Card Expenditures

- No questions

Motion to: Accept and approve the reports as presented

Motion by: Rick

Seconded: Jessie

Vote: AIF

#### 6. **Treasurers Report**

Start: \$200.00

Dispersed: \$65.00

End: \$135.00

Motion to: Accept and approve Treasurer's Report

Motion by: Tram

Seconded: Kristen

Vote: AIF

#### 7. **Meeting Highlights**

- Fatherhood Engagement efforts.
- Meet & Greet Planning in October to promote Policy Council Members. It was discussed to split the meeting between a Meet & Greet and an official Policy Council Meeting. This would give an opportunity to discuss what the PC does, provide helpful information, explain the differences that can be made by a parent-led committee and program governance responsibilities, and share specific items that the PC has made an impact on. Mary-Gene will draft a flyer.
- Transportation needs are high and efforts are underway for the Skowhegan area.

#### 8. **Adjorn**

Motion to: Mary-Gene

Motion by: Rick

Seconded: Bryan

Vote: AIF