

# Policy Council Committee Meeting Minutes

December 11<sup>th</sup>, 2023

5:30 PM – 7:30 PM

## 1. Open Meeting

Motion to: Open Meeting

Motion by: Rick

Seconded: Alexis

Vote: AIF

## 2. Roll Call & Attendance

P=Present (Z)Zoom A=Absent E=Excused

### Representatives:

**P** Mary-Gene Rumery (Educare Full-Day)

**E** Kristen Gammon (Officer)

**P** Ashley Beaulieu (Educare Part-Day)

**P(Z)** Jessica Parlin (Home Based)

**P** Ryan Savery (Albion)

**E** Michelle Humphrey (Somerset)

**A** Angel Robinson (EHS: CCP)

**P** Rick Dugal (Educare Full-Day)

**E** Bryan Deleonard (Officer)

**P** Alexis Knox - (Skowhegan EHS)

**P(Z)** Kristeena Guess – (North Elementary)

**P** Ryan Riopell (Albion)

**A** Adrianna DeShiro (Canaan)

### Staff:

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

**P** Miriam Jacobs, Family Engagement Manager

**P** Cathy Michaud, Administrative Assistant

**P** Sarah Lavallee, Program Director of Operations

## 3. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 11/14/2023

Motion by: Ryan S.

Seconded: Rick

Vote: AIF

## 4. Officer Elections

**Treasurer** – Bryan Deleonard

Motion to: Vote Bryan Deleonard as Treasurer

Motion by: Rick

Seconded: Ryan

Vote: AIF

**Secretary** – Ashley Beaulieu

Motion to: Vote Ashley Beaulieu as Secretary

Motion by: Alexis

Seconded: Ryan S.

Vote: AIF

**Vice-Chairperson** – Kristen Gammon / Ashley Beaulieu

Motion to: Vote Kristen Gammon as Secretary

Motion by: Rick

Seconded: Alexis

Vote: AIF

**Chairperson** – Mary-Gene Rumery

Motion to: Vote Mary-Gene Rumery as Chairperson

Motion by: Rick

Seconded: Ryan S.

Vote: AIF

**Liaison to the Board of Directors** – Tracye and Mary Gene reviewed this position with the members. Mary-Gene is the Policy Council liaison to the KVCAP Board of Director's.

## **5. New England Head Start Conference**

The New England Head Start Conference was held December 4-6 in Nashua, NH. Mary-Gene attended, highly recommends future participation, as it was apparent how valuable parents' voices are. National and regional updates were discussed. Enrollment challenges were identified throughout Head Start programs. Tracye indicated that approximately 77% of the Head Start programs have been issued Under Enrollment Letters.

## **6. Reports**

- a. KVCAP Board Update
  1. KVCAP Annual Meeting – Mary Gene shared the Board of Director's Meeting was recently held, with Suzanne being recognized for her 35 years of service to KVCAP.
  2. KVCAP Annual Report – full detailed reports will be passed out at the January Policy Council Meeting.
- b. Child & Family Services Chief Operating Officer Report
  1. Credit Card Expenditures –
    - a. Policy Council members review this monthly report and ask any questions if further explanation is needed.
    - b. Ryan S. suggested mailing out flyers regarding enrollment opportunities' Tracye discussed the history of targeted mailings. Miriam will provide examples of marketing materials at an upcoming meeting for input.
  2. Program Information Summary Report
    - a. Tracye gave a brief overview of the 2023 – 2024 C&FS Budgets and Program Information Reports.
    - b. Rick noted that the Training / Technical Assistance funds for Head Start have already been heavily used. Teacher education is a priority for these funds, per Head Start guidelines.
    - c. Ryan R. inquired about the carry-over funds. With additional Covid funding, some carry forward occurred. Head Start monies cannot be carried over this year as it is the end of the five-year grant cycle.
    - d. Currently we are under-enrolled, not meeting the 97% Head Start enrollment threshold.
    - e. Head Start numbers are lower in part-day programs.
    - f. EHS-CCP is at its highest enrollment, with 86 of 100 children.
    - g. Alexis spoke of the difficulties understanding and applying for assistance, specifically WIC, with the availability of technology and transportation as barriers. Miriam will share this our Health Coordinator.
    - h. Ryan S. asked about the availability of children in rural areas being eligible for after school programs with KVCAP programs. The child care need continues to be recognized.
  3. Enrollment Plan
    - a. A review with the Head Start Regional Office is scheduled for 12/12/2023. This information will be reviewed and discussed at next month's meeting and will be an important part of planning for the upcoming program year.
    - b. Mary-Gene spoke about the upcoming Strategic Planning process, balancing the community needs, the parents' needs, and the program design. All Policy Council Officers are welcomed to join and provide input. Review for further input occurs at Policy Council meetings.
  4. Change of Scope – A confidential discussion will be held during the January Policy Council Meeting.

Motion to: Accept and approve the reports as presented

Motion by: Rick

Seconded: Alexis

Vote: AIF

7. **Meeting Highlights**

- Policy Council Elections were held.
- Cathy will send out a Member List to the Policy Council group; each member can decide if they want to have their contact information shared within the Policy Council group.
- Transportation challenges discussed.
- Conversation regarding WIC eligibility and access.

8. **Treasurer's Report – Beginning amount: \$200, Paid out: \$27.04, Ending Balance: \$172.96**

Motion to: Accept and approve Treasurer's Report

Motion by: Rick

Seconded: Alexis

Vote: AIF

9. **Adjourn**

Motion to: Adjourn meeting

Motion by: Ryan

Seconded: Rick

Vote: AIF

*Reminder that the next Policy Council Meeting will be held on Tuesday, January 9<sup>th</sup>*

