

Policy Council Committee Meeting Minutes

April 9th, 2024

5:30 PM – 7:30 PM

1. Open Meeting

Motion to: Open Meeting

Motion by: Ryan S.

Seconded: Alexis

Vote: AIF

2. Roll Call & Attendance

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

Representatives:

P Mary-Gene Rumery (Officer, Educare Full-Day)

Z Kristen Gammon (Officer)

Z Ashley Beaulieu (Educare Part-Day)

P Ryan Savery (Albion)

P Rajel Hippler (EHS:CCP/Homestart)

P Rick Dugal (Educare Full-Day)

Z Bryan Deleonard (Officer)

P Alexis Knox (Skowhegan EHS)

E Kristeena Guess (Skowhegan North Elementary)

P Ryan Riopell (Albion)

Mary-Gene welcomed Rajel Hippler to the Policy Council!

Staff:

P Sarah Lavallee, Head Start Director

P Miriam Jacobs, Family Engagement Manager

P Cathy Michaud, Executive Assistant

3. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 3/12/2024

Motion by: Alexis

Seconded: Rajel

Vote: AIF

4. Transportation Presentation – Kirk Bellavance, Director of Fleet Operations at KVCAP

Kirk gave a presentation on the operations of Transportation Services. The needs for transportation services in Kennebec and Somerset counties is very high. KVCAP Transportation provides on an average of 1500 rides each day, with contracts for funding through DHHS, Maine DOT, United Way, Cancer Foundation and several qualifying grants. Kennebec/Somerset Explorer transitioned to a Demand Response services in January. It runs 8:30-4 M-F in Augusta, Skowhegan and Waterville with a fee of \$5 for in-town rides and \$10 for town to town rides. Penquis is currently the broker for Mainecare funded transportation, with all transportation requests to be made 48 hours in advance unless a Healthcare provider deems it an urgent need. KVCAP has a 97% service completion rate, well above the requirement. Kirk reviewed hiring requirements for drivers, the maintenance/safety measures maintained for vehicles, and training drivers receive. Goal to look for grants to support family transportation to and from our programs. Thank you sent to Kirk for joining us!

5. Family Engagement

- a. Family Activity / Engagement Funds: All sites are planning their end of year activities. Bring your ideas to your parent committee!
- b. Head Start Goes To The Park: May 10th from 9am–11am in Capitol Park. Join if you can and spread the word!
- c. Social Work Day at the State House: The need for Social Workers was discussed. PC members hope for loan forgiveness for new Social Workers, along with salary increases to help with building capacity overall.
- d. Family Survey Updates: The Family Survey was updated to reflect changes recommended by PC last month. Thank you for the thoughtful suggestions!

6. Reports

- a. KVCAP Board Update: The Board received their Head Start ERSEA Training, along with the Child Abuse & Neglect Training. KVCAP is currently in good financial standing with the current budget. The Board approved the agency to pay off 5 higher interest loans, saving \$300,000 in interest over time.
- b. Child & Family Services Head Start Director Report:
 1. Credit Card Expenditures: Question was brought up about the credit card charge for Springfield, MA, totaling \$417.12, canceled with no refund available, then another charge of \$630.45 being spent on another hotel at the same time. Sarah will inquire about this and report back next month.
 2. Program Information Summary Report: Sarah discussed the PIR information with the group. Miriam gave an explanation on the Father/Father Figure Engagement chart.
 3. Head Start Grant Updates: We are in the process of preparing a new 5-year grant to be submitted at the end of May. This will include Program Goals and Objectives, a Training & Technical Assistance Plan, and a comprehensive budget. A more in-depth discussion will be held next month.

Motion to: Accept and approve the reports as presented.

Motion by: Alexis

Seconded: Ryan S

Vote: AIF

Sarah held a discussion regarding the **Communicable Disease and COVID-19 Policy**, which required Policy Council approval for said changes.

Motion to: Accept and approved the changes in Communicable Disease and COVID-19 Policy

Motion by: Ryan S.

Seconded: Rajel

Vote: AIF

Alexis announced she has been accepted into the Nursing Program at USM and will be moving to Biddeford in June. She will transition out of Policy Council soon. We wish her well in all of her future endeavors!

7. Meeting Highlights

- Transportation presentation: New Demand Response service-reach out by noon the day before the ride is needed. Medical appointment trips require 48 hours' notice, coordinated through Penquis with ride needs sent to KVCAP.
- Head Start Goes to the Park on May 10th from 9:00am – 11:00am
- Mud Run is this Sunday for all Dad's that want to join!

8. Treasurer's Report – Beginning balance of \$200.00, paid out \$38.48, remaining balance of \$161.52

Motion to: Accept and approve Treasurer's Report

Motion by: Ryan R.

Seconded: Ryan S.

Vote: AIF

9. Adjourn

Motion to: Adjourn the meeting

Motion by: Ryan

Seconded: Rajel

Vote: AIF