

# Policy Council Committee Meeting Minutes

August 13th, 2024

5:30 PM – 6:30 PM

Due to the construction occurring at Educare and limitations for bathroom access, the Policy Council meeting was moved to Zoom and scheduled for 1 hour.

## 1. Open Meeting

**Motion to:** Open Meeting

**Motion by:** Bryan

**Seconded:** Ryan R.

**Vote:** AIF

## 2. Roll Call and Attendance

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

### Representatives:

Z - Mary-Gene Rumery (Officer, Educare Full-Day)    Z - Bryan Deleonard (Officer, Community Rep)

Z - Kristen Gammon (Officer, Community Rep)    A - Kristeena Guess (North Elementary)

A - Ashley Beaulieu (Officer, Educare Part-Day)    Z - Ryan Riopell (Albion)

E - Ryan Savery (Albion)    A - Rajel Hippler (Homestart)

### Staff:

Z Sarah Lavallee, Head Start Director

Z Miriam Jacobs, Family Engagement Manager

Z Anne Owens, Program Director, Business & Information

## 3. Review / Approval Policy Council Meeting Minutes

**Motion to:** Accept and approve meeting minutes of 7/9/2024

**Motion by:** Mary-Gene

**Seconded:** Kristen

**Vote:** AIF

## 4. Parent Ambassador Presentation with Joni Sprague: Postponed to next month due to change in meeting length.

## 5. Family Engagement

- a. Review of Family Survey highlights were presented by Miriam, with connection to program goals. We received 113 surveys back, a 33% return rate. A question came up regarding a supplemental page for siblings in different programs/options. We will consider this for next year's survey. There was very positive feedback overall with some areas for continuous improvement as we strive for the highest ratings in all areas. Results will be shared with the KVCAP Board and our C&FS staff.

## 6. Head Start Director Updates

### a. Reports:

- i. Credit Card Expenditures: The added description detail was recognized for some expenses. This detail is helpful and will be added to more expenses going forward.
- ii. Program Information Summary Reports: Highlighted current enrollment and enrollment snapshot of the 2024-2025 program year. Consideration and discussions with enrollment for 3-year-olds to assure that we are meeting our Head Start funding requirements. Mary-Gene has requested additional detail on enrollment by site. A site breakdown will be provided in the September report. Reviewed the number of meals served to date and current program budget status for operations and T/TA. Our Head Start fiscal year ends 8/31. Preparation for budget closeouts is underway.
- iii. Health Services Advisory Committee: Reviewed June meeting minutes. This group of professionals is highly engaged and collaborations with the agencies they represent continue to strengthen. Highlighted: MaineGeneral recently purchased Waterville Pediatrics; some changes with Dentist coverage at Waterville Community Dental is impacting waitlist timeframes but will not impact our collaborative dental clinics; we will continue to promote WIC enrollment with families. Mary-Gene commented on the work and monitoring that Christina, our Health Services Manager, does and shared an example of a

recent well child visit when she was able to advocate for her child's immunizations needed after Christina has shared what was due prior to the visit!

b. Office of Head Start updates:

- i. Focus Area 1 (FA1) notification: We received notice that we will have an FA1 federal review in our 2024-2025 program year. This will be a virtual review and we will receive a 45-day notice of the review date. We will keep everyone informed as we hear more.
- ii. EHS-CCP (HP grant) Carryover: Formal approval was received.
- iii. Early/Head Start (CH grant) Change in Scope: Formal approval was received. We are still awaiting approval on the EHS-CCP Change in Scope.

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

**Motion by:** Bryan

**Seconded:** Kristen

**Vote:** AIF

7. **KVCAP Board Updates:** The Board did not meet in July. The next KVCAP Board meeting is scheduled for August. Updates will be shared at the September meeting.

8. **Policy / Document Reviews**

- a. ERSEA Policy: draft changes to the ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) policy were reviewed, reflecting revisions needed after our Change in Scope and the consolidation of our Early/Head Start and EHS-CCP grants. Service areas in our catchment area discussed. Revision of the prioritization steps were reviewed in detail, as well as several changes in the locations and program options section. The draft policy will be reviewed to the KVCAP Board in August.

**Motion to:** Accept and approve the ERSEA Policy as presented.

**Motion by:** Ryan R.

**Seconded:** Kristen

**Vote:** AIF

- b. Policy Council Bylaws: reviewed changes needed to locations and seat assignments after the program Change in Scope. There are some flexibilities with how member seats are assigned to sites/districts. Changes in the number of seats assigned to locations could impact the number of community seats as we need to keep 51% of seats for currently enrolled Head Start families elected by parent groups. Sarah shared wording from sample Bylaws received from other Head Start programs in Maine. One assigns seats based on funded enrollment in a district, instead of assigning seats to a site within a district. The group recommended as much flexibility as possible due to the variety of challenges that families face on joining/remaining on Policy Council. Reminder that zoom is also an option for every meeting and this should be communicated to anyone interested. Discussed keeping seats assigned to locations, with an allowance for representation from other locations within the district if a seat is not filled. Bylaws will need to be finalized and approved prior to the seating of the next Policy Council. This will be a priority at our September meeting.

9. **Meeting Highlights**

- ERSEA Policy approved, to be reviewed by the KVCAP Board in August.
- Working on Policy Council Bylaws.
- FA-1 Review expected next year.

10. **Treasurer's Report** – No Treasurer's Report due to virtual meeting.

11. **Adjourn**

**Motion to:** Adjourn the meeting

**Motion by:** Ryan R.

**Seconded:** Kristen

**Vote:** AIF