

# Policy Council Meeting Minutes

March 10, 2026

1. **Open Meeting**

**Motion to:** Open the meeting

**Motion by:** Heather

**Seconded:** Lauren

**Vote:** AIF

2. **Roll Call and Attendance (identify additional Orientation needs)**

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

**Representatives:**

E	Karrie Breton, Community Rep	P	Adriarna Mitchell, Community Rep
E	Kimberly Dupray-Lee, Canaan	P	Mary-Gene Rumery, Hight
P	Lauren Fox, Community Rep	Z	Will Stecher, Community Rep
P	Cearra Grandmaison, Community Rep	Z	Cheyenne Storm, ECM
P	Jermain Martin, ECM	P	Heather Vallier, ECM
		P	Janalynn White, Hight

**Staff:**

E	Sarah Lavallee, Head Start Director	P	Kristin Ludwig, Program Assistant
P	Miriam Jacobs, Family Engagement Manager		

3. **Pamela Thompson, KVCAP Board President:** Pamela joined and talked about how information from the Policy Council is shared and appreciated at the Board meetings monthly. She was excited to join a Policy Council meeting and meet everyone.

4. **Review / Approval of February Policy Council Meeting Minutes**

**Motion to:** Accept and approve meeting minutes from 2/10/2026.

**Motion by:** Heather

**Seconded:** Lauren

**Vote:** AIF

5. **KVCAP Board Updates:** KVCAP is in good financial standing. Maine's non-emergency MaineCare transportation services are likely to move to Modivcare despite the state's contract with Modivcare being challenged by Penquis, who subcontracts with KVCAP to provide the service in Kennebec and Somerset counties. Tax prep assistance is available now with an estimated 300 families expected to take advantage of the program this season.

6. **Family Engagement**

- a. Family Coach connection: Family Coaches joined tonight's meeting to connect directly with PC members and discuss how information is shared. After discussion, it was agreed that Mary-Gene Rumery, PC Chair, would continue to send key meeting take-aways to all PC members who would in turn share with their Family Coach. This will help to strengthen connections between PC members and their Family Coach.
- b. Lauren asked about ways Policy Council can recognize the Family Coaches. Miriam suggested PC reps send thank you cards or notes to her, Ashley Groder at Educare, and Noella DesPres at Hight that could be added to a staff appreciation event in May. Miriam also suggested the possibility of sites having a Thank You box or board at sites. Jermain recognized the impact that his Family Coach, Paige Dutterer, has had on his life and we want other parents to be able to share with their Coaches as well.
- c. Parent Ambassador overview: Melissa Harding and Katie Ross presented on the Maine State Parent Ambassador program. Melissa presented a slideshow overview highlighting the skills parents acquire, and the effects parents have on state/national policy. Contact information was shared.
- d. Family, Friend and Neighbor (FFN) Caregiver Network overview - Pilot program that started in January. Jeanine Deas is the Resource Coordinator for the program. The FFN Caregiver Network supports those providing child care to family, friends or neighbors. Jeanine connects with enrolled caregivers on a weekly basis and provides materials, support and connection to other caregivers. She shared flyers with PC members and

asked them to share with anyone who might be interested in the program. The goal is to enroll 20 caregivers over the 18 months of the pilot.

- e. Be There for ME resource: Miriam talked about Be There for ME, an online resource supporting parents and caregivers in Maine.
- f. Family Barrier Funds: Funds are available for program families who need assistance with things such as electricity bills, car tires, or other unexpected expenses. Families can reach out to their Family Coach for assistance.
- g. Other Parent Topics - Educare Family Coach Supervisor, Ashley Groder, shared that the Maternal Mobile Unit will be at Educare April 14th, 10:30-5:30. Representatives from WIC, Help Me Grow, MaineCare/SNAP and Maine Families will be there. The unit has two exam rooms and will offer free diapers, screenings, and car seat safety checks.

## 7. Head Start Director Updates

- a. Reports/Updates
  - i. Program Information Summary: Head Start is currently 97% enrolled; Early Head Start is 100% enrolled. Enrollment % is calculated with pre-Change in Scope funded numbers. Absentee reasons/trends were reviewed. The budget is on track.
  - ii. Credit Card Expenditures: No questions on the credit card charges.

**Motion to:** Accept and approve Head Start Director Reports

**Motion by:** Janalynn

**Seconded:** Cheyenne

**Vote:** AIF

## 8. Meeting Highlights

- Learned more about Parent Ambassadors and connections to Family Coaches
- FFN - Jeanine Deas shared the details of this new pilot program
- Be There for ME resource - remind Family Coaches to share this out
- Family Barrier Fund available.
- Maternal Mobile Health Unit is coming to Educare April 14th, 10:30-5:30
- Walk-in HEAP Clinic Monday March 16th

## 9. Treasurer's Report: Beginning Balance: \$200.00, Paid Out: \$95.00, Remaining Balance: \$105.00.

**Motion to:** Approve the Treasurer's Report as given

**Motion by:** Heather

**Seconded:** Adriarna

**Vote:** AIF

## 10. Adjourn

**Motion to:** Adjourn

**Motion by:** Lauren

**Seconded:** Cierra

**Vote:** AIF