

# Policy Council Committee Meeting Minutes

July 9<sup>th</sup>, 2024  
5:30 PM – 7:30 PM

## 1. Open Meeting

Motion to: Open Meeting  
Motion by: Ryan S.  
Seconded: Ryan R.  
Vote: AIF

## 2. Roll Call and Attendance

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

### **Representatives:**

<b>P</b> Mary-Gene Rumery (Officer, Educare Full-Day)	<b>P</b> Bryan Deleonard (Officer, Community Rep)
<b>P</b> Kristen Gammon (Officer, Community Rep)	<b>A</b> Kristeena Guess (North Elementary)
<b>P</b> Ashley Beaulieu (Officer, Educare Part-Day)	<b>P</b> Ryan Riopell (Albion)
<b>P</b> Ryan Savery (Albion)	<b>A</b> Rajel Hippler (Homestart)

### **Staff:**

**P** Sarah Lavallee, Head Start Director  
**E** Miriam Jacobs, Family Engagement Manager  
**P** Cathy Michaud, Administrative Assistant

## 3. Review / Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 5/14/2024  
Motion by: Ryan S.  
Seconded: Ryan R.  
Vote: AIF

## 4. Child Outcomes Presentation with Content Leads: Jami Pollis and Tammie Davis

Jami and Tammie gave a detailed presentation on Child Outcomes, highlighting data collected through formal child assessments in all developmental areas. They made meaningful connections to children's development with examples of how child growth being observed matches is typically what would be expected at certain ages. We also discussed outcome data in relationship to our program's School Readiness Goals. Thank you to Jami and Tammie for joining!

## 5. Family Engagement

The timeline to complete Family surveys has closed, with 113 surveys received! Two respondents were randomly chosen to win a \$100 Hannaford Gift Card and will be notified tomorrow. Congratulations to the winners!! We will review family survey data at our August Policy Council meeting, and consider thoughts for next year's family survey, including feedback shared regarding the questions and how to better separate sections for families with children who attend different classrooms or locations.

## 6. Head Start Director Updates

- a. Reports
  1. Credit Card Expenditures for May and June were reviewed, with many sites using family engagement funds for an exotic animal education program. This was well received!
  2. Program Information Summary Reports were reviewed for May and June with highlights on enrollment, attendance, health, disabilities, and budget status. Enrollment continues to be an ongoing focus, with recruitment for fall in full swing.
- b. The Early/Head Start Grant was submitted at the end of May! We are awaiting an official response, which is expected in August.

- c. Discussed the need to revise the Policy Council Bylaws. Members expressed their desire to continue with PC next year, and want to confirm there will be community slots available. We will review Bylaws and have a greater discussion in August.

Motion to: Accept and approve the reports as presented.

Motion by: Ryan S.

Seconded: Ryan R.

Vote: AIF

**7. KVCAP Board Updates from May and June meetings:**

- Transportation update: awaiting final appeal decisions regarding the state’s decision to contract with Motivcare for transportation in our area. Our current contract was extended thru December 31, 2024. Retention strategies are being implemented as KVCAP works to retain staff to continue with operations as we await decisions.
- Community Service Block Grant (CSBG) training was presented in May. KVCAP receives about a half million in CSBG funding for various programs.
- Results Oriented Management & Accountability (ROMA) training was presented in June. Community Action Programs are required to complete ROMA training as part of the CSBG framework.
- The Early/Head Start baseline grant application was reviewed and approved.
- A two-year DEIA training plan is being developed for all KVCAP staff. More to come on this.
- Human Resources is developing plans to implement Maine’s new Paid Family Medical Leave (PFML) law and proposed rules. Contributions into the system are expected to begin January 2025, with benefits being available May 2026.
- A Community Assessment is being coordinated across Maine. Data will be collected and shared.
- C&FS Volunteer Policy and Procedures document was reviewed and approved.

**8. Impaired Parent Policy**

Reviewed updates to the policy that were incorporated after feedback and questions during the May meeting. This policy will go to the KVCAP Board for review in August.

Motion to: Accept and approve the Impaired Parent Policy as presented.

Motion by: Ryan S.

Seconded: Ryan R.

Vote: AIF

**9. Meeting Highlights**

- Child Outcomes presentation was provided, with data showing the gains children are making in their development.
- Revised Impaired Parent Policy was approved and will go to the Board in August.
- Early/Head Start Grant was submitted. Thanks to Policy Council and the Board!

**10. Treasurer’s Report – beginning balance of \$200.00, paid out \$36.50, with a remaining balance of \$163.50.**

Motion to: Accept and approve Treasurer’s Report

Motion by: Kristen

Seconded: Ryan S.

Vote: AIF

**11. Adjourn**

Motion to: Adjourn the meeting

Motion by: Ryan S.

Seconded: Ryan R.

Vote: AIF