

Policy Council Meeting Minutes

November 12, 2024 | 5:30 PM – 7:30 PM

1. Welcome/Introductions and Dinner

Shared welcome messages to everyone and did introductions.

2. Open Meeting

Motion to: Open Meeting

Motion by: Bryan

Seconded: Ryan S

Vote: AIF

3. Roll Call and Attendance

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

Representatives:

P	Mary-Gene Rumery (Officer, Educare I/T Full Day)	P	Cearra Cater (HomeStart)
P	Lauren Lancaster (Educare 3-5 Full Day)	P	Ryan Savery (Community Rep)
P	Karrie Breton (Educare 3-5 Part Day)	P	Ryan Riopell (Community Rep)
P	Kristen Gammon (Officer, Educare Float)	P	Tram Martin (Community Rep)
P	Lauren Fox (Mill Stream)	P	Bryan Deleonard (Officer, Community Rep)
E	Shaunda Cunningham (North El)		

Staff

P	Sarah Lavallee, Head Start Director
P	Miriam Jacobs, Family Engagement Manager
P	Kristin Ludwig, Program Assistant
P	Mikki Lane, CAO, KVCAP

4. Policy Council Orientation

- a. Overview of Policy Council Structure/Binder Review: Reviewed/discussed Head Start Policy Council Powerpoint and materials in the Policy Council binder. Topics including Governance/Policy Council structure; PC bylaws, KVCAP and C&FS structure; terms of representation, voting rights; code of conduct; what to expect at meetings; duties of officers; officer election process; program policies, and Head Start Program Performance Standards and the Head Start Act. We will vote for Officers in December, so please bring forward your interest or any nominations you have!
- b. Voting for Community Representatives: Candidates introduced themselves and explained why they wanted to be a Community Rep. All four were voted in unanimously! If you know of other members in the community who may be interested in joining PC, please refer them to Sarah Lavallee.
- c. Code of Conduct Overview: The Policy Council Code of Conduct was reviewed. All reps signed and returned.
- d. Set Future Meeting Schedule: We discussed meeting dates and times currently set for the 2nd Tuesday of each month from 5:30-7:30 at Educare. The Council agreed that the meeting dates, times and location worked well.

5. 6:30-7:00 – Mikki Lane: review draft KVCAP Personnel Policies

Mikki Lane reviewed the draft KVCAP Personnel Policies. In 2023, a subcommittee of the KVCAP Board was assigned to revamp the policies. The Board has done a first reading and they will go before the Board for the second reading on November 20th. The main goals were to separate policy from procedure, look at policy language to simplify and explain intent with transparency, and assure they are easily accessible to staff. The biggest changes were made to the following:

- Introduction: added information to help explain how policies are made and the process to make changes.
- Changed the Statement of Ethics to the National Community Action Partnership Ethical Standards.
- Conflict of Interest: changed language from a list of family members who could pose a conflict of interest to a broader statement meant to avoid real and perceived conflict of interest, exploring more about how an individual is connected to another rather than simply blood or legal ties.

- Remote Work: evolved from a policy created in response to the pandemic, to a recognition that some positions and job duties can be performed remotely while others cannot. All KVCAP policies are expected to be followed while working remotely (confidentiality, etc.).
- Alcohol and Drugs: will now describe better practices when a staff member is taking legally-prescribed or over-the-counter medication, as long as job duties can be performed safely and effectively.
- Gifts & Gratuities: limit of gifts for \$10 or less was removed. Gifts that could influence a business outcome or provide an advantage to an individual or group are not allowed.
- Dress code: changed from a specific list of what is acceptable or not to a broad statement about dressing appropriately for the position and setting someone is working in while representing KVCAP.

6. **Review / Approval of October Policy Council Meeting Minutes**

Motion to: Accept and approve meeting minutes of 10/8/2024

Motion by: Ryan S

Seconded: Bryan

Vote: AIF

7. **Family Engagement**

Thanks to all who came forward with interest in PC! Mary-Gene shared a thank you note from Jeanine Deas, a staff member who was recognized at the October PC meeting.

8. **Head Start Director Updates**

a. Reports/Updates

- Program Information Summary: We are 100% enrolled! Each month that we meet this goal gets us closer to meeting under-enrollment plan expectations.
- Credit Card Expenditures: Reviewed credit card expenditures. Mary-Gene recommended members review prior to each meeting and come prepared with questions so we can better expedite this agenda item each month.
- Health/Safety and Governance Screeners: Screeners were completed and certifications were submitted within required timelines of our year 1 of 5 grant.

Motion to: Accept and approve the reports as presented

Motion by: Ryan S

Seconded: Ryan R

Vote: AIF

9. **KVCAP Board Updates / Governance Connections**

LiHEAP is still accepting applications. There is a new online application available through a portal which will streamline the process year-to-year. Heating assistance is first-come, first-served so those using the portal are more likely to receive assistance than those who wait for appointments (some of which aren't until next spring). Mary-Gene encourages families to complete the online application.

10. **Meeting Highlights**

- Welcomed new PC reps covering HomeStart, Educare, and some locations in Somerset county, along with four Community reps.
- KVCAP personnel policies are being revised (please keep details confidential).
- LiHEAP online portal is available.
- The transportation contract has been extended until June 2025.

11. **Treasurer's Report:** Beginning balance of \$200; Paid out \$50; Remaining balance \$150.

Motion to: Approve the Treasurer's Report as given

Motion by: Kristen

Seconded: Lauren

Vote: AIF

12. **Adjourn**