

# Policy Council Committee Meeting

## January 13, 2011

### Open Meeting

Motion to: Open Meeting

Motion by: Amy D.

Seconded: Heather C.

Vote: AIF

### 1. Introductions & Roll Call

**Representatives:** Andrea Moody, Elisa Mason, Joseph Rollins, Amy Dyer, Heather Coro, Frances Ramharak, Dara Brunell, Fred Andrews, Martha Andrews, Heather Fletcher, Ashley MacArthur, Sarah Conway and Jessica Hebert. **A quorum was present.**

**Parents:** Martha Andrews.

**Staff:** Kathy Colfer, Tracye Fortin, and Jennifer Pare.

**Excused:** Heather Huff.

**Absent:** Leslie Hamlin, Jessica Rodrigue, Kristie Harris, Bruce Trost, and David Burns.

### 2. Bounce Learning Network Video

Viewed Bounce Learning Network video that featured one of our parents, Dara Brunell.

### 3. Short Term Medical Exclusion Policy/Lead

Joanne Burns, Health and Nutrition Manager for Child and Family Services, provided information to the council on the revisions to the Short Term Medical Exclusion Policy and explained the program implementation. Joanne also discussed the program's efforts to insure that children are up-to-date on lead screenings and how parents can assist. Many parents expressed their concern that physicians do not inform parents about the need for the second screen. Joanne also talked about the program seeking a nurse partnership to provide lead screens in our service locations.

### 4. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 12/9/2010

Motion by: Heather C.

Seconded: Fred A.

Vote: AIF

### 5. Personnel

All non-voting members were asked to exit the room. The Operations Director discussed terminations with the council as well as the importance of confidentiality.

Details outlined in Personnel Meeting Minutes.

### 6. COMPASS Meeting

The annual COMPASS meeting with Region 1 will be held via a conference call on March 23, 2011 at 11:15 am. Policy Council parents are welcome to join in. Please call Jennifer Pare at (207) 859-1613 if you are interested.

### 7. Updated Strategic Planning Calendar

The Child and Family Services Director discussed the different assessments and strategic plan for the development of the grant, which needs to be submitted no later than June 1, 2011. Parent Observations and Interviews should be complete by January 25<sup>th</sup> to ensure results are provided for the February meeting to Council members.

Strategic Planning dates of February 1 & 2, 2011 were discussed. The Director asked interested parents to contact Jennifer Pare at (207) 859-1613 for confirmation of attendance.

**8. Policies/Procedures**

- Internal Dispute Resolution Policy – Reviewed policy in depth. Recommended revisions include that the regional office will be notified of commencement of the mediation process.

Motion to: Approve policy and recommend to the Board of Directors, with the above change.

Motion by: Heather C.

Seconded: Fred A.

Vote: AIF

- Transportation Policy – Reviewed rates in depth.

Motion to: Approve transportation rates and recommend to the Board of Directors.

Motion by: Fred A.

Seconded: Jessica H.

Vote: AIF

**9. Reports**

The Child and Family Services Director asked if council members had questions. Due to time constraints, in depth discussion about report information was tabled to the February meeting.

- Budget Reports through November.
- In-Kind Reports through Mid-December.
- Monthly Attendance Report through November.
- Monthly Absenteeism Report through November.
- Enrollment Report through November.
- Agency Credit Card Expenditures through Mid-December.
- Program Information Report for November.

Motion to: Table all reports to the February meeting.

Motion by: Fred A.

Seconded: Heather C.

Vote: AIF

**10. Tobacco Policy Update**

Jessica Hebert provided the council with an update on the revised Tobacco Policy for the agency. Revisions are being made and will then be presented at the Agency Leadership Team meeting in March/April. The policy will then go before Policy Council and the Board of Directors for final review.

**11. Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out		95.48
<b>Ending Balance</b>	<b>\$</b>	<b>204.52</b>

Motion to: Accept Treasurer's Report.

Motion by: Fred A.  
Seconded: Heather C.  
Vote: AIF

Motion to: Adjourn  
Motion by: Heather C.  
Seconded: Fred A.  
Vote: AIF