

# Policy Council Committee Meeting

## September 10, 2009

### Open Meeting

Motion to: Open Meeting

Motion by: Heather M.

Seconded: Bruce

Vote: AIF

### 1. Introductions & Roll Call

**Representatives:** Heather Merrow, Jose Burgos, Bruce Trost, Jessica Washburn and Heather Huff. A quorum was present.

**Staff:** Kathy Colfer and Jennifer Paré

**Excused:** Jennifer Fortin

**Absent:** Christine Woodbury, Nancy Smith, Elisa Mason, Allen Mason, and Mary-Kate Povak

### 2. Review/Approval of Meeting Minutes of 6/11/2009 and 8/20/2009

Motion to: Accept meeting minutes of 6/11/2009 and 8/20/2009.

Motion by: Heather M.

Seconded: Bruce

Vote: AIF

### 3. Personnel

The Child & Family Services Director presented one candidate to fill a one-on-one aide position. This position is funded through Center for Community Inclusion.

Details provided in Personnel Meeting Minutes.

Motion to: Accept recommendation for hire, pending background and reference checks.

Motion by: Heather M.

Seconded: Bruce

Vote: AIF

### 4. Policy Council Attendance

According to the Policy Council ByLaws, members who have (2) unexcused absences during meetings will be sent a warning letter and members with (3) unexcused absences will be termed from the council. Attendance letters will be mailed to Mary-Kate Povak and Allen Mason. Recommended term letters be mailed to Darrin Carpenter, Marie Strout and Nancy Smith.

Motion to: Send term/attendance letters to Policy Council members.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

### 5. Draft Content Area Plans

The Child & Family Services Director reviewed the Content Plans in detail; including early childhood, disabilities, program design and management, family and community partnerships, and the list of acronyms. The Policy Council asked questions and discussed some clarifying language.

Motion to: Accept Content Area Plans and recommend to the Board of Directors.

Motion by: Heather M.  
Seconded: Heather H.  
Vote: AIF

6. **Madison Preschool**

Due to a large Kindergarten class size this year, the Superintendent in Madison is concerned about space and has contacted the program about the possibility of no preschool service. The current Preschool classroom in Madison is very large and could possibly house two kindergarten classrooms. We are currently exploring swapping kindergarten and preschool classrooms. If space concerns cannot adequately be addressed, it is possible that preschool services will not be offered in Madison. More information will follow at next month's meeting.

7. **FY '09 PRISM Protocol**

The new PRISM review process was explained. Policy Council members were informed that members of the review team usually will request a meeting with Policy Council – either in person or by telephone. A new Council will be seated in October, with many new members. Orientation will take place in October. It is important for all newly elected members to attend orientation. This year, the review will probably be sometime in the late Fall of 2009. Pre-site and On-site document lists were reviewed and explained to the council.

8. **Medicaid Revenue Reduction**

The Child & Family Services Director shared that Medicaid for Head Start will cease. Child & Family Services has budgeted about \$240,000 that we will not receive, but that doesn't necessarily mean huge cuts. Currently State Early/Head Start pays only about 61% of Federal Early/Head Start. Medicaid was used in conjunction with state funds. We will reduce our numbers by 17 in State Head Start and 8 in State Early Head Start. Information will be presented at following meetings as it becomes available.

Motion to: Approve reduction, and recommend approval by Board, in State Early/Head Start slots.  
Motion by: Heather M.  
Seconded: Jessica  
Vote: AIF

9. **Policy Council ByLaws**

To make changes to the Policy Council ByLaws requires a two-thirds (2/3) vote. The only change recommended was to add on seat for MSAD #54. Policy Council attendance was one member short of a quorum.

Motion to: Table to next month's Policy Council meeting, but recommended approval by Board.  
Motion by: Heather M.  
Seconded: Bruce.  
Vote: AIF

10. **Program Information Report (PIR)**

The Child & Family Services Director went through the Program Information Reports (PIR) in detail, reviewing the memorandum from the Program's Health and Nutrition Coordinator which noted some of the challenges that Head Start and Early Head Start face in physicals and immunizations, particularly lead. The group reviewed current and future steps to improve outcomes.

Motion to: Accept Program Information Reports and comments.  
Motion by: Heather H.  
Seconded: Bruce.

Vote: AIF

**11. Employee Child Care Fee Policy**

Reviewed employee childcare fee policy, which are the only private slots offered by the Program. Services that were piloted over the past year guided the policy.

Motion to: Accept Employee Child Care Fee Policy.

Motion by: Heather H.

Seconded: Bruce.

Vote: AIF

**12. Parent Mileage Reimbursement**

The Child & Family Services Director asked parents to brainstorm some ideas on how we can better assist parents who are experiencing transportation crises. The agency has made funds available to minimize child absences due to transportation issues. Many ideas were brought forward by the council and a draft policy will be brought to next month's meeting with those ideas incorporated.

Motion to: Accept recommendations to move forward with a new draft policy to be discussed at next month's meeting.

Motion by: Heather H.

Seconded: Bruce.

Vote: AIF

**13. Reports**

The C&FS Director reviewed reports and asked members if they had any questions/concerns.

- In-Kind Report through August. We have met our goal!! Thanks to all!!
- Budget Reports through July. Budget looks great and we are right on target for year end.
- Monthly Attendance Report through July.
- Enrollment Report through July.
- Agency Credit Card Expenditures through August.
- Child Outcomes – Spring 2008-2009.

Motion to: Accept all reports as presented.

Motion by: Heather H.

Seconded: Bruce

Vote: AIF

**14. Request for Parent Activity Funds**

The Skowhegan Child Development Center submitted a request for parent activity funds for a year end event as well as an Open House event for the new program year.

Motion to: Accept request for Parent Activity Funds from Skowhegan Child Development Center.

Motion by: Bruce

Seconded: Heather H.

Vote: AIF

**15. Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>		<u>5.28</u>
<b><u>Ending Balance</u></b>	<b>\$</b>	<b><u>294.72</u></b>

Motion to: Accept Treasurers Report.

Motion by: Heather H.

Seconded: Jessica.

Vote: AIF

Motion to: Adjourn

Motion by: Heather H.

Seconded: Jessica.

Vote: AIF