

## 3/22/22 Policy Council Meeting Minutes

### Attendance:

**Staff Present:** Jodie Dommaschk, Amber Mahoney, Chrissy Daignault, Emily Fagle, Sheli Smith, Alicia Judd

**Members Present:** Isabel Lundquist, Diane Coughlin

**Meeting called to order at 9:30 AM**

### **Introduction of new PC candidate and vote on approving her Policy Council**

**Membership:** Krystyna Roberts

Number of Members in Favor: 2

### **Approval of February Meeting Minutes:**

Motion to Approve February 2022 minutes:

1<sup>st</sup>: Isabell

2<sup>nd</sup>: Diane

Number of Members in Favor: 2

Motion Approved.

### Program Reports and Updates:

#### **Finance Report:**

Emily reviewed the finance reports.

Emily stated that the budget revision application has been submitted and we are waiting for approval.

Emily stated that the waiver application regarding in-kind has also been submitted and we are waiting for approval.

Emily stated that the grant application for Year 3 funding has been approved.

Emily reviewed where we are at with the ARP budget and explained that there are a couple of projects that have not been paid for yet but we have until 3/31/23 to spend the funds.

Emily stated that the CSSRA funding is fully spent.

Emily stated we are currently underspent in the CARES act funding by roughly \$64,000 but we will be allowed to carry these funds over. These funds will likely be used to purchase another bus for the program.

Emily explained that fraudulent activity on the agency's credit cards has been fully resolved.

### **Director's Report**

Jodie reviewed the Director's Report in Tricia's absence. She reviewed the current staff vacancies.

Jodie discussed the agency's low enrollment numbers.

Jodie stated we are constantly conducting interviews for more staff, but we are having a problem hiring new staff.

Jodie directed Policy Council members to Tricia's report regarding COVID updates and In-Person Service updates.

Jodie reviewed information about the Self-Assessment.

### **Approval of Program and Financial Reports**

Motion to approve the program reports, including the Director's and Financial Reports,

1<sup>st</sup>: Diane

2<sup>nd</sup>: Isabell

Number of Members in Favor: 2

Motion Approved.

### **New Business**

- Diane reviewed what services Community Maternity Services provides
- Discussed election of new Policy Council Chairperson.
  - **Motion to elect Isabell Lundquist as the new Policy Council Chairperson**
  - 1st: Diane
  - 2nd: Isabell
  - Number of Members in Favor: 2
  - Motion Approved.
- Discussed ways to safely facilitate 100% in-person services.
  - Offer in-person activities outside, weather permitting
- Discussed construction of giving boxes – Isabell has contacted local business about donating wood. She has also reached out to the Boy scouts for assistance

with building the boxes. Discussed placing one box at a center in Hudson Falls. Discussed possibly placing boxes at outlying centers.

- Discussed anatomically correct dolls used in classrooms.
  - Jodie explained why the dolls are helpful. Jodie stated we do not use the dolls to teach anatomy, however, the dolls are used for regular dramatic play in the classroom. The program uses the Fun Body curriculum to teach about the
  - Isabell suggested adding something to the Parent Handbook about the dolls just so parents are not surprised if their child talks about them.
    - Discussed adding a chart of toys used in the classrooms, which includes the anatomically correct dolls, to the parent handbook with a description of each toy and how they are used
    -

Meeting adjourned at 10:25am

**Next Meeting is scheduled for April 12<sup>th</sup> at 9:30am**