

BSACAP Policy Council Minutes

Date: July 18, 2023

Phyllis Lowe (M)
Burnis Lowe (A)
Reva Perkins (M)
Jessica Crabtree (S)
Elizabeth Preston (S)
Tracy Jenkins (S)
Jessica Kiser (S)
Karen Alsept (S)
Bobbie Robinette (S)
Jeana Luster (M)
Bryan Auxier (S)
Leah Cure (S)

Randi Varney (M)
Layla Minix (M)
Tammy Johnson (CR)
Delsie Fletcher (S)
Krista Vanhooose (CR)
Keaton Morton (A)
Ashley Hignite (A)
Kelli Isaac (S)
Patti Miller (S)
Stacy Blanton (S)
Kathy Reed (S)

(M) Member, (A) Alternate, (CR) Community Representative, (S) Staff, (V) Visitor

Meeting Called To Order By:

Co-Chair: Randi Varney

Roll Call by: Tammy Johnson

There were 9 voting members present which does constitute a quorum.

Approval of Minutes:

Members were provided with the May minutes for review.

Motion Made By:

Tammy Johnson

Seconded By:

Layla Minix

Motion Carried:

Yes

Old Business:

No old business.

New Business:

Financial Report:

Members were provided with a copy of the May and June Financial Reports and credit card expenditures.

Motion Made By: Krista Vanhooose
Seconded By: Phyllis Lowe
Motion Carried: Yes

Director's Report:

The following topics were discussed in the Director's Report:

1. 2023-2024 Program Funding
2. Preservice event at Ramada to be held on July 27-28
3. Last year 94.9% of enrolled children were under or only slightly above the poverty guideline
4. It is projected that during the current recruitment period we will see an increase in child applicants compared to Covid period.

Hiring of Mental Health Service Manager:

Elizabeth Preston was introduced to the Policy Council as the new Mental Health Services Manager.

Approval of Waiver Request for 2 Lead Teacher:

Members approved the request to apply for a teacher qualifications waiver for Tori Ratliff and Cassandra Rowe of Pike County.

Motion Made By: Tammy Johnson
Seconded By: Reva Perkins
Motion Carried: Yes

Approval of Waiver Request for Child Restraints Requirement:

Mr. Jenkins explained the reasons that the program wants to apply for a waiver to the child restraints on buses requirement. He explained the requirement and the discussions with school districts about safety concerns that arise from putting children in bus restraints. Members approved the waiver request to be submitted for all children transported in the program with the exception of Model City.

Motion Made By: Krista Vanhooose
Seconded By: Phyllis Lowe
Motion Carried: Yes

Community Assessment Update:

Patti Miller discussed the Community Assessment Update. She highlighted certain areas of the document including population decline, unemployment rates, and child poverty rates. Members were informed that the full document could be viewed on the BSACAP Head Start website. Updates could be seen in red.

Discussion of Reopening Dates and Plans:

Tracy Jenkins provided the tentative reopening dates for all 7 programs.

Review Technical Assistance (TA) Plan:

Members were provided with a copy of the 6 TA goals and a discussion took place on how the agency provides training for staff and parents.

Motion Made By: Reva Perkins
Seconded By: Phyllis Lowe
Motion Carried: Yes

Update on BSACAP Head Start Long Term Goals:

Mr. Jenkins shared the 20-25 Strategic Plan and its 3 long term goals which included progress notes. He discussed progress points and several of the goals that the program is working towards.

Motion Made By: Ashley Hignite
Seconded By: Phyllis Lowe
Motion Carried: Yes

Agency Audit for 2023:

Members were provided with a copy of the Independent Auditor's Report by Wells & Company, P.S.C. No findings were reported.

Review Annual Grant Application:

Members were provided copies of the following documents:

1. 2023-2024 Program Funding and Delegate Funding Levels
2. Big Sandy Area Grantee Head Start Budget Narrative
3. Training and Technical Assistance Budget Justification
4. BSACAP Non-Federal Contribution Plan

5. PA-20 Training Funds Description

Motion Made By:

Tammy Johnson

Seconded By:

Krista Vanhooose

Motion Carried:

Yes

Door Prizes:

Door prizes were given to several members.

Business from the floor:

There was no business from the floor.

Adjourn:

Motion Made By:

Krista Vanhooose

Seconded By:

Phyllis Lowe

Motion Carried:

Yes


Chairperson