

BSACAP Policy Council Minutes

Date: October 17, 2023

Phyllis Lowe (M)	Kathy Reed (S)
Burnis Lowe (V)	Kathy Adams (CR)
Savannah Flanery (A)	Bryan Auxier (S)
Shasta Howard (A)	Ruby Mulkey (M)
Morgan Stapleton (A)	Cheryl Pinion (M)
Jessica Crabtree (S)	Leah Cure (S)
Kimberly Preece (M)	Sandra Cavins (M)
Stacy Dorton (A)	Keaton Morton (M)
Teresa Goodson (S)	Carrie Lowe (M)
Timothy Hall (M)	Kayla Justice (M)
Rhonda Newman (S)	Stacy Blanton (S)
Haley Lyall DeRossett (M)	Tracy Jenkins (S)

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

Meeting Called To Order By: Tracy Jenkins
Roll Call by: Stacy Blanton

There were 13 voting members present which does constitute a quorum.

Welcome New Members:

Mr. Jenkins introduced himself and welcomed new members. Staff members also introduced themselves.

Description of Duties and Monthly Meeting Specifics:

Mr. Jenkins discussed the roles and duties of members.

Explanation of Grantee-Delegate Roles:

Mr. Jenkins explained how the Big Sandy Area Community Action Program holds the grant to provide Head Start services in the 5-county area. He discussed how children are served in our area with a Grantee-Delegate relationship between BSACAP and local school districts.

Approval of Minutes:

Members were advised to review the September minutes that were provided in their packet.

Motion Made By:	Phyllis Lowe
Seconded By:	Keaton Morton
Motion Carried:	Yes

Old Business:

Budget Modification for 22-23

Members approved the budget modification.

Motion Made By:	Phyllis Lowe
Seconded By:	Cheryl Pinion
Motion Carried:	Yes

New Business:

Policy Review and Approval:

1) *Developmental/Behavioral Screening*

The old policy indicated that when a child fails their initial developmental screening, it is mandatory that the child must be rescreened within 30 days. The policy now explains that if a child fails their initial screening and is then "Referred", there is no need for a rescreen.

2) *Standards of Conduct*

A statement was added to confirm that the Grantee Head Start Director must contact the Region IV Head Start office with a report within a stated amount of time based on certain staff actions.

3) *Classroom Volunteers*

Simplified wording

4) *Volunteer Orientation and Training*

It is now clarified that a criminal background check and child abuse/neglect (CAN) check is to be completed on a “Regular Volunteer.” If a parent only volunteers occasionally (not a consistent schedule), the parent is not considered a regular volunteer and would not need the background and CAN checks.

Motion Made By: Phyllis Lowe
Seconded By: Cheryl Pinion
Motion Carried: Yes

Election of Officers:

The following Members volunteered to be officers for the 2023-2024 Policy Council:

Kimberly Preece, Chairperson
Savannah Flanery, Vice Chairperson
Keaton Morton, Secretary

Motion Made to Accept By: Phyllis Lowe
Seconded By: Haley DeRossett
Motion Carried: Yes

Appointment of Committees:

Personnel Committee

Timothy Hall
Cheryl Pinion
Phyllis Lowe

Finance Committee

Keaton Morton
Haley DeRossett
Timothy Hall

Grievance Committee

Shasta Howard
Savannah Flanery
Carrie Lowe

Motion Made By: Phyllis Lowe
Seconded By: Stacy Dorton
Motion Carried: Yes

Policy Council By-Laws Review:

Mr. Jenkins went through each section of the By-Laws and explained what is meant. Afterward, he asked that the members review the minutes during the next month to decide if changes need to be made. The updated By-Laws will be discussed under Old Business at the November meeting for approval.

Approval of Delegates:

Mr. Jenkins asked for approval of all delegate program services to the same 6 school districts as in the past.

Motion Made By: Haley DeRossett
Seconded By: Phyllis Lowe
Motion Carried: Yes

Information on Community Representatives:

Mr. Jenkins advised Members that 3 spots were available for Community Representatives. He asked Members to recommend someone who might be interested and asked that they submit a paragraph describing themselves and why they would want to be a Community Representative. Voting for the Community Representative spots will take place at the November meeting.

Financial Report:

Members were provided with a copy of the September Financial Report. Mr. Jenkins advised Members that he would provide training on how to read and understand the Financial Report at the November meeting.

Motion Made By:
Seconded By:
Motion Carried:

Phyllis Lowe
Stacy Dorton
Yes

Statistical Report:

Jessica Crabtree advised Members that Paintsville had the highest average daily attendance with 89.1%; Pike County had the highest average volunteer hours per child for the month; and Martin County had the highest percentage of parents attending meetings for September.

Director's Report:

A copy of the Director's Report was provided to members.

Nutrition Report:

The Nutrition Report summarizes the number of children served breakfast, lunch and snacks in September.

Business from the Floor:

Members voted to have the November meeting at Mi Hacienda in Paintsville.

Adjourn:

Motion Made By:
Seconded By:
Motion Carried:

Phyllis Lowe
Keaton Morton
Yes

Chairperson