

# BSACAP POLICY COUNCIL MINUTES

Date: April 16, 2019

Marie Langel (S)  
Debbie McKenzie (S)  
Tracy Jenkins (S)  
Brandon Allen (M)  
Lea Beckett (S)  
Dawn Fitzpatrick (CR)  
Tammy Taulbee (S)  
Brandy Shanks (S)  
Steve Walters (V)  
Amanda Walters (CR)  
Clarissa Booth (A)  
Heather Williamson (M)  
Karen Alsept (S)  
Kathy Adams (S)

Ada Hardin (M)  
Leah Cure (S)  
Michelle Cook (S)  
Bobbi Jarrell (S)  
Rhonda Newman (S)  
Beverly Bush (S)  
Shawn Brown (M)  
Raven Brown (M)  
Natalie Risner (M)  
Cindy Martin (M)  
Cynthia Mounts (M)

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

Meeting Called To Order By:

Chairperson: Heather Williamson

Roll Call:

Secretary: Cynthia Mounts

There were 11 voting members present which does constitute a quorum.

Approval of Minutes:

Members received and reviewed the minutes without questions.

Motion Made By:

Brandon Allen

Seconded By:

Amanda Walters

Motion Carried:

Yes

Old Business:

Hiring Decisions:

Mr. Jenkins stated that there are two hiring decisions that will need to be made. Filling the Administrative Assistant position and the Family Services Manager position as well. These decisions will need approval by the Council because they are grantee positions. Mr. Jenkins explained that interviews had been conducted during the past month for both positions. From the personnel committee of the Policy Council, Brandon Allen, Dawn Fitzpatrick, and Clarissa Booth had attended and took part in the interviews. For the Administrative Assistant, the director told the group that the interview committee had selected Stacy Blanton. He gave some background information on Stacy and why she was chosen. As for the Family Services Manager position, the job had been offered to two individuals that were chosen in order at the interviews and both had turned down the offer. The position is posted again and interviews will take place in late April to early May. Mr. Jenkins asked the Council to approve Stacy Blanton for the Administrative

Assistant position.

Motion Made By:

Brandon Allen

Seconded By:

Dawn Fitzpatrick

Motion Carried:

Yes

#### New Business:

#### Federal Review: CLASS Report

Mr. Jenkins discussed the CLASS review that had taken place in our program during the week of 3/25/19. 36 of our 63 classrooms received a visit. He stated that we were not given results and wouldn't know anything for certain for possibly another 2 months. He did feel that we had nothing to worry about due to the fact that our teaching staff are very knowledgeable of the CLASS instrument and do a great job of child interaction in the classroom.

#### Policy Review & Approval

Several program policies had been posted to the Facebook group for members to review during the previous week. Mr. Jenkins asked the group to share any concerns or questions that they may have about the individual policies. Here are the names of the policies that were up for review: *Health Advisory Committee, Growth Assessment, Observation of Health, Dental Exam Services, Parent Involvement in Health, Mental Health, and Nutrition, Tuberculosis Risk Assessment Screening, Parent-Community Complaint (and form), Increased Knowledge - Child and Growth Development.* Members were asked if they would approve the updates.

Motion Made By:

Brandon Allen

Seconded By:

Amanda Walters

Motion Carried:

Yes

#### Financial Report:

Mr. Jenkins provided to all present members on the Policy Council, the financial report and credit card expenditure sheet. Members looked over the financial report and credit card expenditure sheet. Mr. Jenkins wasn't asked to explain anything pertaining to the sheets, after initially going over them with the members.

Motion Made By:

Amanda Walters

Seconded By:

Brandon Allen

Motion Carried:

Yes

#### Statistical Report:

Mr. Jenkins explained and reviewed the Statistical Report for March. He mentioned that Floyd County had the highest child attendance, parent meeting attendance, and parent volunteer hours for the month. No questions followed.

**Director's Report:**

Mr. Jenkins discussed the importance of recruiting for our program. He told the group that probably the best recruiting tool we have is the parents who tell others the positive experience they have had with the program. He asked the parents to please let their friends know about how much the program has done for their children. He then had a discussion with the group about the current enrollment of children in the program. Martin, Magoffin, and Paintsville are all currently serving too many overincome children. Mr. Jenkins said this was a concern as to whether there would be enough income eligible children in the program during the upcoming year.

**Nutrition Report:**

Mr. Jenkins read over the nutrition report and received no questions from members.

**Review and Approval of the Federal Review Correction Plan**

Mr. Jenkins had discussed the results of the federal review (from December '18) with the group at the previous two meetings. He had spoken with the group about the 1 non-compliant finding for our program and discussed the process that would take place. Today, he presented the Council with the agency's "plan of improvement" for the non-compliance. He went over the plan with the members and gave specifics on how the plan has already been implemented in the finance department and that all staff had been trained on what to do to assure that the procedure is maintained. The group asked a couple of questions and was satisfied with the explanation and with the contents of the improvement plan. Mr. Jenkins told the group that the plan had been reviewed and approved by the Board of Directors during the month of March and asked that the Council give their approval as well.

Motion Made By:	Brandon Allen
Seconded By:	Amanda Walters
Motion Carried:	Yes

**Business From the Floor:**

No further business. Mr. Jenkins thanked everyone for coming and being a part of the council. Next meeting set for May at Mi Haceinda in Paintsville.

**Adjourn:**

Hearing no other business from the floor, Heather Williamson asked for a motion to adjourn the meeting.

Motion Made By:	Brandon Allen
Seconded By:	Amanda Walters
Motion Carried:	Yes

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