

# BSACAP Policy Council Minutes

Date: May 14, 2024

Phyllis Lowe (M)  
Burnis Lowe (V)  
Kimberly Hutcheson (A)  
Leah Cure (S)  
Brittany Chaney (S)  
Amanda Burke (S)  
Ruby Mulkey (M)  
Bryan Auxier (S)  
Kathy Reed (S)  
Keaton Morton (A)

Stacy Dorton (A)  
Krista Vanhooose (CR)  
Beth Preston (S)  
Becky Kilgore (S)  
Jessica Crabtree (S)  
Tracy Jenkins (S)  
Tammy Taulbee (S)  
Stacy Blanton (S)  
Timothy Hall (M)  
Ashley Hignite (M)

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

Meeting Called To Order By: Tracy Jenkins  
Roll Call by: Keaton Morton

There were 8 voting members present and Tammy Johnson was contacted, and she agreed with the business conducted and approved, which does constitute a quorum.

### Approval of Minutes:

Members were provided with the May minutes for review.

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

### Old Business:

No old business.

**New Business:**

**Policy Review & Approval:**

***Toothbrushing***

Tammy Taulbee informed members that the Health Advisory had recommended that the toothbrushing policy be amended from within 1 hour of breakfast to within 2 hours of breakfast.

Motion Made By: Stacy Dorton  
Seconded By: Krista Vanhoose  
Motion Carried: Yes

**Review of 23-24 Self-Assessment Improvement Plan:**

The Self-Assessment Improvement Plan was posted on the Facebook page and will be posted on the website. Mr. Jenkins explained the items to all the members and discussed the reasons they were chosen.

Motion Made By: Keaton Morton  
Seconded By: Ashley Hignite  
Motion Carried: Yes

**Focus Area 2 Corrective Action Plan:**

Mr. Jenkins presented and discussed the Plan of Correction that must be submitted due to a non-compliance in the agency's recent FA2 review.

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

**Review COLA Applications:**

The cost-of-living adjustment of 2.35% has been awarded to Head Start to be used for salaries and fringe benefits. The Grantee Office and Model City staff will receive a 3.5% salary increase with delegate increases varying by program.

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

Financial Report:

Members were provided with a copy of the April Financial Report and credit card expenditure.

Motion Made By:

Phyllis Lowe

Seconded By:

Keaton Morton

Motion Carried:

Yes

Statistical Report:

Jessica Crabtree presented and discussed the statistical report as follows: Floyd County had the highest average daily attendance with 88.6% and the highest average volunteer hours per child for the month; and Martin County had the highest percentage of parents attending meetings for April. Certificates were provided to all the winners.

Director's Report:

The Director's Report discussed the plan developed to correct the 1 finding from the Focus 2 Area Review. The KY Division of Regulated Child Care found Model City to be in compliance during its review. Closing dates for all Head Start programs were provided.

Nutrition Report:

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

Door Prizes:

Door prizes were given to several members.

Business from the floor:

The Policy Council will not meet in June. The July meeting will be held at Jenny Wiley Lodge.

Adjourn:

Motion Made By:

Phyllis Lowe

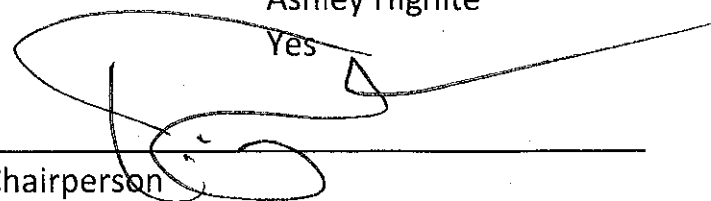
Seconded By:

Ashley Hignite

Motion Carried:

Yes

Chairperson

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is highly cursive and loops around the line.