

BSACAP Policy Council Minutes

Date: October 15, 2019

Stephen Walters (V)	Karen Alsept (S)
Amanda Walters (CR)	Amanda Sparks (M)
Sue Brown (CR)	Amelia Mullins (A)
Dawn Fitzpatrick (CR)	Tasha Banks (A)
Brandon J. Allen (M)	Jonathan Banks (V)
Bertha Horn (A)	Brandy Shanks (S)
Stacy Morrison (S)	Lea Beckett (S)
Brionna Shrum (M)	Mary Wright (A)
Michelle Cook (S)	Brittany Rodebaugh (M)
Billy Roberts (A)	Leah Cure (S)
Keisha Campbell (M)	Kathy Adams (S)
Thomas Samons (M)	Bryan Auxier (S)
Beverly Bush (S)	Tammy Taulbee (S)
Randi Varney (V)	Missy Spears (S)
Tammy Johnson (M)	Tracy Jenkins (S)
Stacey Tucker (M)	Stacy Blanton (S)
Marie Langel (S)	

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

Meeting Called To Order By: Vice-Chair: Brandon Allen

Roll Call: Vice-Chair: Brandon Allen

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

Welcome New Members:

Mr. Jenkins welcomed all the members and shared information with them about the creation of Head Start and the history of the BSACAP program.

Description of Duties:

Mr. Jenkins advised that the description of duties is detailed in "Shared Decision Making" and included in the binder. Also included in the binder is the "Introduction to Robert's Rules of Order" which explains how to conduct meetings allowing everyone to be heard and to make decisions. Mr. Jenkins explained the roles of the Chairperson, Vice Chairperson and Secretary. He advised that Policy Council meetings are held the third Tuesday of each month in either Paintsville or Prestonsburg where the food will be provided along with mileage and babysitting fees. The description of duties was just a brief overview with a more in-depth discussion planned for next month during the governance training.

Approval of Minutes:

Members received and reviewed the minutes without questions.

Motion Made By:	Sue Brown
Seconded By:	Amanda Walters
Motion Carried:	Yes

Old Business:

Budget Modification (bus purchase):

Mr. Jenkins advised that the budget year runs from November 1 to October 31. He advised that there was excess money in the budget due to several positions that had been vacant during the year for multiple weeks. The excess money is found in the areas of Personnel and Fringe. He asked the Council to approve for the money to be used to purchase a new bus for the Model City site.

Mr. Jenkins advised he had contacted several bus companies including Wayne Supply and Bluegrass International Sales regarding the purchase of a 34 passenger non-handicap accessible bus and that estimates were between \$101,000 and \$109,000. A motion was made to allow the agency to move the money from Personnel and Fringe in order to purchase a new bus.

Motion Made By:	Amanda Walters
Seconded By:	Thomas Samons
Motion Carried:	Yes

New Business:

Election of Officers:

The following officers were elected for the 2019-2020 Policy Council:

Brandon Allen, Chairperson

Amanda Sparks, Vice Chairperson

Keisha Campbell, Secretary

Appointment of Committees:

Mr. Jenkins explained that the four committees would consist of at least three members each. The volunteers for each committee are listed below:

Executive Committee

Brandon Allen, Chairperson

Amanda Sparks, Vice Chairperson

Keisha Campbell, Secretary

Personnel Committee

Brandon Allen

Thomas Samons

Amanda Walters

Randi Varney

Tammy Johnson

Dawn Fitzpatrick

Finance Committee

Sue Brown

Tasha Banks

Brandon Allen

Dawn Fitzpatrick

Grievance Committee

Amanda Sparks
Mary Wright
Brittany Rodebaugh
Randi Varney
Tasha Banks

Policy Council By-Laws Update:

The By-laws update was tabled until the November meeting.

Approval of Delegates:

Mr. Jenkins advised that the six delegate programs would remain the same.

Motion Made By:	Dawn Fitzpatrick
Seconded By:	Thomas Samons
Motion Carried:	Yes

Information on Community Representatives:

Mr. Jenkins advised that the Community Representatives would be elected at the November meeting. He said anyone wishing to be elected for the position could provide a paragraph explaining why they wanted to be a Community Representative.

Financial Report:

The Financial Report and credit card expenditure sheet for September were reviewed and approved by all present members on the Policy Council. Mr. Jenkins advised that he would be doing formal training for members regarding the Financial Report in November.

Motion Made By:	Thomas Samons
Seconded By:	Brionna Shrum
Motion Carried:	Yes

Statistical Report:

The Statistical Report for September was provided to all present members. Model City had the highest average daily attendance with 94.7% and highest percentage of parents attending meetings. Martin County had the highest average volunteer hours per child. Missy Spears gave certificates to the programs for those achievements.

Nutrition Report:

The Nutrition Report for September was provided to all present members. It stated that 1,117 children were served for the month and included breakfast, lunch and snacks.

Director's Report:

The Director's Report was provided to all present members. It included demographic information for the children and families enrolled in the program. Mr. Jenkins explained the difference between children enrolled in Head Start and those enrolled in State Funded Preschool.

Elect Members for Health Advisory Council:

Tammy Taulbee explained that the Health Advisory Council meets twice a year to discuss state recommendations and policy changes. A training will be scheduled at the next meeting on the Dangers of Vaping and will be held at the Jenny Wiley Lodge on November 21, 2019.

The volunteers for the Health Advisory Council are:

Brandon Allen
Amanda Walters
Dawn Fitzpatrick
Thomas Samons
Mary Wright
Keisha Campbell
Brittany Rodebaugh
Tasha Banks

Approval of Education Home Visits & Parent/Teacher Conferences Policy:

The policy states that teachers will conduct a minimum of two home visits and two parent/teacher conferences each year. If a child is accepted who lived in another county, teachers still have to make home visits.

Motion Made By: Sue Brown
Seconded By: Amanda Walters
Motion Carried: Yes

Door Prizes:

Door prizes were awarded to Dawn Fitzpatrick, Billy Roberts, Mary Wright, Amelia Mullins and Keisha Campbell.

Business from the Floor:

Next meeting set for November 19, 2019 at Pig in a Poke in Prestonsburg, Ky.

Adjourn:

Motion Made By: Amanda Walters
Seconded By: Dawn Fitzpatrick
Motion Carried: Yes



Chairperson