

# BSACAP POLICY COUNCIL MINUTES

Date: October 17, 2017

Shawna Howell (S)  
Kathy Arnett (M)  
Tracy Jenkins (S)  
Stella Collins (M)  
Teresa Campbell (S)  
Bobbi Jarrell (S)  
Ashtin Bolden (M)  
Karen Alsept (S)  
Christy Spence (A)  
Heather Williamson (M)  
Samantha Ratliff (A)  
Dawn Fitzpatrick (CR)  
Kathy Adams (S)  
Josh Risner (M)  
Jordan Koskoski (V)

Melinda Hall (S)  
Whitney Blankenship (S)  
Tammy Taulbee (S)  
Patricia Fleming (M)  
Ash'Leigh Adams (A)  
Teresa Adkins (M)  
Chris Moore (M)  
Stacy Robinette (S)  
Billie Caudill (A)  
Leslie Ratliff (M)  
Leah Cure (S)  
Keely Montgomery (A)  
Tosha Holliday (M)  
Kaila Koskoski (A)

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

**Meeting Called To Order By:**

**Grantee Head Start Director Tracy Jenkins**

**Roll Call:**

**Staff Secretary Shawna Howell**

Fourteen members were present which does constitute a quorum.

## Welcome New Members:

Mr. Jenkins welcomed and thanked all members and staff that were present. Due to the limited space, he said he would postpone trainings until next month when they could be held in a larger meeting area.

## Election of Officers:

Mr. Jenkins explained the roles and responsibilities of the executive committee. He then asked for volunteers for chairperson. Pike County member, Teresa Adkins, and Stella Collins, a Floyd County member, volunteered for the position. A vote was conducted outside the presence of the two people that volunteered. After the election, it was announced that Stella Collins was elected chairperson. Members opted to put Teresa Adkins in as vice chairperson. Ms. Collins immediately took over the meeting as chairperson. Magoffin County member, Ash'leigh Adams volunteered to be secretary without opposition.

Motion Made By:

Heather Williamson

Seconded By:

Dawn Fitzpatrick

Motion Carried:

Yes

### Approval of Minutes:

Members received and reviewed the minutes without questions.

Motion Made By: Leslie Ratliff  
Seconded By: Heather Williamson  
Motion Carried: Yes

### New Business:

### Policy Council By-Laws Update:

Mr. Jenkins asked that the by-laws update be tabled until the November meeting.

### Appointment of Committees:

Mr. Jenkins explained the roles and responsibilities for each committee. He then asked for volunteers for the personnel committee. Those that volunteered were: Ashtin Bolton, Patricia Fleming, and Heather Williamson. The people that volunteered for the finance committee were: Heather Williamson, Kathy Arnett, and Leslie Ratliff. The individuals stepping up to be on the grievance committee were: Teresa Adkins, Chris Moore, and Christy Spence

Motion Made By: Dawn Fitzpatrick  
Seconded By: Heather Williamson  
Motion Carried: Yes

### Approval of Delegates:

Mr. Jenkins explained the relationship between the BSACAP (grantee) and the delegate programs. Ms. Collins asked for a motion to approve continued delegation to the 6 local school districts.

Motion Made By: Teresa Adkins  
Seconded By: Kathy Arnett  
Motion Carried: Yes

### Information on Community Representatives:

Mr. Jenkins read letters from 4 individuals requesting to be community representatives on the policy council. With only three vacancies, Mr. Jenkins recommended having a paper vote. Teresa Adkins then suggested electing the three people with the most experience with Head Start. When asked who those individuals were some council members said Dawn Fitzpatrick, Amanda Walters, and Sue Brown because they had previously been on the policy council and had good attendance. Paintsville member Keely Montgomery spoke up saying she felt it was unfair to not give the lady from Paintsville a chance just because she hadn't been on the council

before. Members questioned if there could be an alternate community representative which would have granted all those that had requested to be on the council a vacancy to hold; however, Mr. Jenkins said this would not be recommended because of current by-laws and because it tips the balance of membership a little more away from parents of current Head Start children. Ms. Collins asked for a motion to approve Dawn Fitzpatrick, Sue Brown, and Amanda Walters.

Motion Made By: Teresa Adkins  
Seconded By: Dawn Fitzpatrick  
Motion Carried: Yes

#### **Financial Report:**

Members received and reviewed the financial report without questions.

Motion Made By: Teresa Adkins  
Seconded By: Dawn Fitzpatrick  
Motion Carried: Yes

#### **Statistical Report:**

Family Services Manager Melinda Hall congratulated Floyd County for having the highest average daily attendance, Paintsville for having the highest parent meeting attendance, and Johnson County for having the highest volunteer hours. Those delegates also received a certificate for the achievement. Ms Hall explained the information on the statistical report for all new members.

#### **Director's Report:**

Members received and reviewed the director's report without question.

#### **Nutrition Report:**

Members received and reviewed the nutrition report without questions.

#### **Elect Members for Health Advisory Committee:**

Health Services Manager Tammy Taulbee explained the function of the health advisory committee. She then asked for volunteers. Those that volunteered were: Teresa Adkins, Christy Spence, Ash'Leigh Adams, Dawn Fitzpatrick, Leslie Ratliff, and Heather Williamson.

Motion Made By: Leslie Ratliff  
Seconded By: Heather Williamson  
Motion Carried: Yes

#### **Business from the floor:**

Mr. Jenkins explained that members could have information, reports, or items added to the agenda. He explained the procedure for the requests. For the November meeting, members opted to have the meeting at

Jenny Wiley. If the space was unavailable they selected the Ramada Inn as the back up. Hearing no other business from the floor, Ms. Collins asked for a motion to adjourn the meeting.

Motion Made By:

Dawn Fitzpatrick

Seconded By:

Leslie Ratliff

Motion Carried:

Yes

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Chairperson