

# BSACAP Policy Council Minutes

Date: October 19, 2021

Marie Langel (S)	Jennifer Music (V)
Jessica Crabtree (S)	Bryan Auxier (S)
Michelle Cook (S)	Kathy Adams (S)
Ada Hardin (M)	Leah Cure (S)
Violet Reed (A)	Tracy Jenkins (S)
Corey Persinger (M)	Becky Kennedy (M)
Amanda Burke (S)	Ana Merritt (M)
Della Johnson (A)	Stacy Blanton (S)
Erin Robinstine (M)	Randi Varney (M)
	Angel Dye (A)

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

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

There were 8 voting members present and 1 member (Angel Dye) was contacted after the meeting for a total of 9 which does constitute a quorum.

## Welcome New Members:

Mr. Jenkins introduced himself and welcomed new members.

## Description of Duties:

Mr. Jenkins discussed the roles and duties for members. He directed members to Article IV in the By-Laws for additional information that will help them in their role.

## 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 described how the money is given to local school systems through a delegate contract to operate their own individual programs. Members were told how the grantee operates as

monitor over the delegate staff to assure that they are meeting all regulations and policies. He also described the direct operation of the Model City Head Start program and how it differs from the delegate programs operated under the BSACAP grant.

### **Approval of Minutes:**

Members were advised that the minutes were provided in their packet and on the Facebook page for them to review. Members had no questions.

Motion Made By:	Ada Hardin
Seconded By:	Randi Varney
Motion Carried:	Yes

### **Old Business:**

### **Budget Modification for 20-21 Budget:**

Mr. Jenkins explained the current budget period and referred them to the financial report in their packet as a reference to line items where funds were remaining. He asked the members to approve a budget modification to allow the program to spend the remaining funds from line items such as personnel on the purchase of a bus for the Model City program.

Motion Made By:	Erin Robinstine
Seconded By:	Ada Hardin
Motion Carried:	Yes

### **Update on Virtual Learning:**

Mr. Jenkins informed members that he conducted a survey last year asking parents if they preferred in-person learning as opposed to virtual learning. 20% of those parents said they would prefer virtual learning. Currently, we have 888 children attending in-person and 177 that are attending virtually. He also stated that all virtual slots would be transitioned to fully in-person slots by 1/1/22 unless an extension is granted by the Office of Head Start for virtual services. Mr. Jenkins expressed concern that the program may lose many of those 177 children

currently enrolled if parents are forced to choose between in-person services or withdrawing their children from the program.

### **Enrollment Status Report:**

Members were provided a copy of the Enrollment Status Report in their folder and on the Facebook page. He advised that the program was under enrolled 30 children at this time. Mr. Jenkins stated that currently Pike, Johnson, and Paintsville City are all underenrolled and that recruitment efforts are continuing in all programs to find more income eligible children.

### **Approval for Purchase of New School Bus:**

Mr. Jenkins advised members that the program had received \$1.3 million in the past few months from the American Rescue Plan to be used in relation to fighting the effects of the pandemic. The agency has a current plan in place of how to use the funds in various ways. One of the things that the agency decided to do was to provide additional buses for programs that would help with overcrowding of children. He asked members to approve the purchase of 1 new bus each for Floyd and Magoffin Counties.

Motion Made By:

Becky Kennedy

Seconded By:

Randi Varney

Motion Carried:

Yes

### **New Business:**

### **Policy Approval:**

#### **Child Attendance**

The Child Attendance Policy was revised to state that if a child is unexpectedly absent and staff have not been contacted by the parent to explain why within one hour of the beginning of the school day, the staff will contact the parent to inquire.

Motion Made By: Erin Robinstine  
Seconded By: Ada Hardin  
Motion Carried: Yes

### **Election of Officers:**

The following members volunteered to be officers for the 2021-2022 Policy Council:

Ada Hardin, Chairperson  
Erin Robinstine, Vice Chairperson  
Randi Varney, Secretary

Motion Made to Accept By: Violet Reed  
Seconded By: Becky Kennedy  
Motion Carried: Yes

### **Appointment of Committees:**

Mr. Jenkins asked that the appointment of committees be tabled until the November meeting.

### **Policy Council By-Laws Update:**

Tracy asked members to read over the By-Laws and then we will discuss them and make any necessary revisions at the November meeting.

### **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: Randi Varney  
Seconded By: Erin Robinstine  
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.

### **New Employee Hires:**

Jessica Crabtree was introduced as the new Family Services Manager and Peyton Prater was hired at Model City as a substitute teacher.

### **Financial Report:**

Members were advised that the August and September financial reports were posted on the group page and in their packet for their review. He asked for a motion to approve both reports. He also mentioned that he would provide a training on how to read and understand the financial report at the November meeting.

Motion Made By:

Randi Varney

Seconded By:

Becky Kennedy

Motion Carried:

Yes

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

The Director's Report was provided in the member's packet. It discusses various topics related to the program as well as providing statistical information. Mr. Jenkins went over the report and told the members what kind of things to expect in the report in the upcoming months but also told them that he could put anything they would like to know about in it.

### **Nutrition Report:**

The Nutrition Report was included in the packet for members. It addresses the number of children served breakfast, lunch and snacks in September.

### Statistical Report:

Members were advised that Floyd County had the highest average daily attendance with 94.1%; Martin County had the highest average volunteer hours per child for the month; and Paintsville had the highest percentage of parents attending meetings for September. Mr. Jenkins described how to read the report.

### Business from the Floor:

Mr. Jenkins was asked if Health Advisory would be held this year. He said he would have Tammy Taulbee schedule it for November. Erin Robinstine, Ana Merritt and Violet Reed volunteered to attend the Health Advisory meeting.

Members decided to have the next meeting in-person. Mr. Jenkins gave options on places that could accommodate the group and they chose the Pig-In-A-Poke restaurant in Prestonsburg. An alternate location selected was El Azul restaurant in Prestonsburg.

### Adjourn:

Motion Made By:	Ada Hardin
Seconded By:	Randi Varney
Motion Carried:	Yes

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Chairperson