

# BSACAP Policy Council Minutes

Date: October 18, 2022

Jessica Crabtree (S)

Christopher Jackson (A)

Phyllis Lowe (M)

Burnis Lowe (V)

Tracy Jenkins (S)

Dereck Keen (A)

Casey Mullins (A)

Kathy Reed (S)

Bryan Auxier (S)

Lashonda Stone (M)

Bobbi Robinette (S)

Stacy Blanton (S)

Leah Cure (S)

Ashley Harless (V)

James Harless (M)

Rhonda Newman (S)

Tamea Hall (M)

Reva Perkins (M)

Tracey Allen (S)

Charline Basham (M)

Tammy Johnson (CR)

Ashley Reed (M)

Courtney Ritz (M)

Jeana Luster (M)

Jessica Gilliland (A)

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

Meeting Called To Order By:

Tracy Jenkins

Roll Call by: Stacy Blanton

There were 12 voting members present which does constitute a quorum.

## Welcome New Members:

Mr. Jenkins introduced himself and welcomed new members.

## Description of Duties and Monthly Meeting Specifics:

Mr. Jenkins discussed the roles and duties for members. Members agreed to hold all future meetings at 11:00 a.m.

## 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 discussed how

children are served in our area with a Grantee-Delegate relationship between BSACAP and local school districts.

### Approval of Minutes:

Members were advised that the minutes were provided in their packet.

Motion Made By:	Casey Mullins
Seconded By:	Lashonda Stone
Motion Carried:	Yes

### Old Business:

### Policy Review and Approval:

- 1) The Mental Health Consultant
- 2) On-Site Consultation
- 3) Mental Health: Parent Involvement/Education
- 4) Violence Prevention Curriculum
- 5) Mental Health Services/Referrals
- 6) Head Start Payment for Services
- 7) Daily Schedule
- 8) Setting Up the Physical Environment
- 9) Hearing Screenings
- 10) Promoting Physical Development

The Policies were uploaded on the Facebook page prior to the meeting for members to review.

Motion Made By:	Casey Mullins
Seconded By:	Phyllis Lowe
Motion Carried:	Yes

## **New Business:**

## **Election of Officers:**

The following Members volunteered to be officers for the 2022-2023 Policy Council:

Lashonda Stone, Chairperson  
Randi Varey, Vice Chairperson  
Tammy Johnson, Secretary

Motion Made to Accept By:

Casey Mullins

Seconded By:

James Harless

Motion Carried:

Yes

## **Appointment of Committees:**

### Personnel Committee

Courtney Ritz  
Christopher Jackson  
Jeana Luster

### Finance Committee

Reva Perkins  
Ashley Reed  
Tamea Hall

### Grievance Committee

James Harless  
Dereck Keen  
Tamea Hall

Motion Made By:

Casey Mullins

Seconded By: Charline Basham  
Motion Carried: Yes

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

Mr. Jenkins asked Members to table the review of the By-Laws until the November meeting so that all members could have a chance to look at them.

Motion Made By: Phyllis Lowe  
Seconded By: Casey Mullins  
Motion Carried: Yes

### **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: Courtney Ritz  
Seconded By: Tamea Hall  
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. Voting for the Community Representative spots will take place at the November meeting.

### **New Employee Hires:**

No new employees were hired this month. It was placed on the agenda because it was believed that we would be hiring someone.

### **Financial Report:**

Members were provided a copy of September Financial Report. Mr. Jenkins advised Members that he would provide training on how to read and understand the Financial Report at the November meeting.

Motion Made By:

Casey Mullins

Seconded By:

Tamea Hall

Motion Carried:

Yes

### **Statistical Report:**

Jessica Crabtree advised Members that Johnson County had the highest average daily attendance with 87.1%; Pike County had the highest average volunteer hours per child for the month; and Model City had the highest percentage of parents attending meetings for September. Jessica explained how to read the report.

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

A copy of the Director's Report was provided to members. The group discussed various topics related to the program as well as statistical information.

### **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.

### **Business from the Floor:**

Mr. Jenkins advised members that Health Advisory would be held in November. Tamea Hall, Jessica Gilliland, and Tammy Johnson volunteered to attend the Health Advisory meeting.

Members decided to have the next meeting at El Azul in Prestonsburg.

### **Adjourn:**

Motion Made By:  
Seconded By:  
Motion Carried:

Phyllis Lowe  
Courtney ritz  
Yes

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Chairperson