

# BSACAP Policy Council Minutes

Date: October 15, 2024

Amber Hunter (S)	Hope Wire (A)
Kathy Allen (M)	Kathy Reed (S)
Kellie Mollette (M)	Patricia McCoy (S)
Stacy Paige (S)	Shyanna Robinson (M)
Karen Alsept (S)	Nicole Pinson (M)
Larry Gullett (A)	Krista Vanhoose (CR)
Eden Bentley (A)	Leah Cure (S)
Victoria Jarrell (M)	Jessica Haney (A)
Stephanie Branham (M)	Haley Howard (A)
Wanda Wells (S)	Stacy Blanton (S)
Bobbie Robinette (S)	Libby Spradlin (S)
Keesha Roman (M)	Tracy Jenkins (S)

(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. Staff and new members also introduced themselves.

## Description of Duties and Monthly Meeting Specifics:

Mr. Jenkins discussed the roles and duties of members.

## 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 approved the September minutes with the following amendment under the heading “Business from the Floor”:

Krista Vanhooose who represents the Johnson County Public Library advised members that the regional early learning collaborative (Elevate Early Learning Collaborative) has funds to send Johnson, Martin and Lawrence County staff to the Early Childhood Institute in November where they can earn TRIS hours.

Motion Made By: Eden Bentley  
Seconded By: Hayley Howard  
Motion Carried: Yes

### Old Business:

There was no old business to discuss.

### New Business:

### Policy Review and Approval:

- 1) *Policy Council Regular Meetings*
- 2) *Policy Committee Formation and Composition*
- 3) *Parent Meetings*

Mr. Jenkins advised members that the policies could be seen at [www.bsacapheadstart.com](http://www.bsacapheadstart.com). These policies will be revised to include virtual meeting options. The inserted wording was the same in all 3 policies.

Motion Made By: Kellie Mollette  
Seconded By: Eden Bentley  
Motion Carried: Yes

### Election of Officers:

The following Members volunteered to be officers for the 2024-2025 Policy Council:

Keesha Roman, Chairperson  
Eden Bentley, Vice Chairperson  
Nicole Pinson, Secretary

Motion Made to Accept By:  
Seconded By:  
Motion Carried:

Victoria Jarrell  
Kellie Mollett  
Yes

### **Appointment of Committees:**

#### Personnel Committee

Kellie Mollette  
Nicole Pinson  
Eden Bentley  
Krista Vanhooose

#### Finance Committee

Jessica Haney  
Haley Howard  
Eden Bentley  
Keesha Roman

#### Grievance Committee

Keesha Roman  
Victoria Jarrell  
Shyanna Robinson

Motion Made to Accept By:  
Seconded By:  
Motion Carried:

Larry Gullett  
Hope Wire  
Yes

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

Mr. Jenkins went through and explained each section of the By-Laws. He asked that the members review them during the next month to decide if changes

needed to be made. The updated By-Laws will be discussed under Old Business at the November meeting for approval.

### **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:

Larry Gullett

Seconded By:

Nicole Pinson

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.

### **Review Model City Parent Activity:**

Mr. Jenkins briefly described the parent project for Model City. He explained that the parent activity money for Model City can only be used with approval from the Council.

Motion Made By:

Nicole Pinson

Seconded By:

Krista Vanhose

Motion Carried:

Yes

### **Financial Report:**

Members were provided with a copy of the September Financial Report. Mr. Jenkins advised members that the budget year was ending on October 31 and that the report understandably shows over and under expenditures in several areas. He will be providing training on how to read and understand the Financial Report at the November meeting.

Motion Made By:  
Seconded By:  
Motion Carried:

Eden Bentley  
Kellie Mollette  
Yes

### **Statistical Report:**

Mr. Jenkins explained the Statistical Report. Paintsville had the highest average daily attendance with 91.4%; Floyd County had the highest average volunteer hours per child for the month and the highest percentage of parents attending meetings for September. Winners were given certificates.

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

Members were given statistics regarding age & enrollment, race, primary language, gender, disability status and type of disability.

### **Nutrition Report:**

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

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

Mr. Jenkins explained the educational requirements for an individual to hold the position of lead teacher in the Head Start program and the problems we have with recruiting qualified people. For this reason, he stated that there are 4 people who have been hired for the position but are working toward their degree. Our Regional HS Office must grant us a waiver while they are taking courses and we can only apply for this waiver if the Council approves.

Motion Made to Approve By:  
Seconded By:  
Motion Carried:

Victoria Jarrell  
Eden Bentley  
Yes

Krista Vanhose advised members that the Johnson County Public Library would be providing free American Sign Language training October 22 and 29 and November 5, 12 and 19.

Members voted to have the November meeting at El Azul in Paintsville.

**Adjourn:**

Motion Made By:

Larry Gullett

Seconded By:

Victoria Jarrell

Motion Carried:

Yes

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Chairperson