

# BSACAP POLICY COUNCIL MINUTES

Date: November 14, 2017

Christie Spence (A)  
Stella Collins (M)  
Patricia Fleming (M)  
Samantha Ratliff (A)  
Dawn Fitzpatrick (CR)  
Amanda Walters (CR)  
Tracy Jenkins (S)  
Steve Walters (V)  
Leah Cure (S)  
Lea Beckett (S)  
Jill Johnson (S)  
Marie Langel (S)

Trista Carroll (A)  
Tasha Holliday (M)  
Leslie Ratliff (M)  
Kathy Arnett (M)  
Sue Brown (CR)  
Shawna Howell (S)  
Delsie Fletcher (S)  
Kathy Adams (S)  
Josh Ratliff (V)  
Melinda Hall (S)  
Bronna Francis (S)

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

## Called Meeting To Order:

Chairperson: Stella Collins

## Roll Call:

Staff Secretary: Shawna Howell

Twelve voting members were present which does constitute a quorum.

## Approval of Minutes:

Members received and reviewed the minutes without question.

Motion Made By:

Kathy Arnett

Seconded By:

Christie Spence

Motion Carried:

Yes

## Old Business:

## Bylaws Update:

Mr. Jenkins thanked all those in attendance and stressed the importance of being present so that we have a quorum to conduct business. He went through the By-Laws and focused on certain sections in detail. During the review, he said that members could remove other members from the council for having poor attendance. He explained that both members and alternates would remain on the council through October. He discussed voting rights, nepotism, and roles of the policy council. Ms. Collins asked for a motion to approve the bylaws.

Motion Made By:

Christie Spence

Seconded By:

Sue Brown

Motion Carried:

Yes

### **Program Governance Training:**

Mr. Jenkins explained the roles and responsibilities of the policy council in comparison to the staff and the board of directors. He talked about the three entities of decision-making (Board, PC, Staff) in HS and gave an overview of each group and their role. He included handouts in the packet that provided additional written information on PC governance.

### **New Business:**

### **Statistical Report:**

Family Services Manager Melinda Hall recognized Johnson County for having the highest average daily attendance, Floyd County for having the highest parent meeting attendance, and Pike for having the highest volunteer hours. Each of those delegates were given a certificate for their achievement.

### **Financial Report Training:**

Using the October financial report (the last of the reports for the old budget) as an example, Mr. Jenkins explained what each line item was used for and how to correctly read the report. He also reminded members that they had already approved a budget modification for money to be moved within the budget to cover expenses. He explained that this is part of the roles and responsibilities of the Policy Council.

Motion Made By:	Sue Brown
Seconded By:	Leslie Ratliff
Motion Carried:	Yes

### **Self-Assessment Discussion:**

The process for completing a self-assessment has changed slightly. Instead of asking parents to come on-site, the program will be giving out parent surveys that can be completed anonymous. He did clarify that the self-assessment would be a thorough internal look at the program and that all monitoring tools would be analyzed. He also mentioned that if a parent wants to take part in coming to the classrooms, they could speak with their director to set up a time and then their feedback could be used in the self-assessment.

### **Nutrition Report:**

Members received and reviewed the nutrition report without questions.

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

Mr. Jenkins shared a variety of statistics with the policy council. For example, out of the 1,108 children we serve 522 come from two parent homes and 588 are from single parent homes. 89 children are with guardians and 7 children have a current teen parent. 84 percent of parents have their high school diploma. 226 parents work full-

time and 322 are unemployed. He said if the council would like to have other statistics just to let us know.

### Approval of Model City Christmas Craft:

Model City Family Advocate Marie Langel explained that parents will be making a picture ornament of their children. Ms. Collins asked for a motion to approve the parent craft.

Motion Made By: Sue Brown  
Seconded By: Christie Spence  
Motion Carried: Yes

### Planning for December Meeting:

Mrs. Hall explained that members will be making a snowman Christmas craft. To have more room for the craft, members opted to have the next meeting at the Jenny Wiley Lodge. If the space is unavailable, then we will have the meeting at the Ramada Inn.

### Adjourn:

Hearing no other business from the floor, Ms. Collins asked for a motion to adjourn the meeting.

Motion Made By: Christie Spence  
Seconded By: Sue Brown  
Motion Carried: Yes

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Chairperson