

# BSACAP Policy Council Minutes

Date: November 19, 2019

Tracy Jenkins (S)	Dawn Fitzpatrick (CR)
Missy Spears (S)	Jennifer Prater (A)
Stacy Blanton (S)	Tammy Johnson (M)
Lori Howard (S)	Karen Alsept (S)
Stacy Morrison (S)	Kathy Adams (S)
Bertha Horn (A)	Courtney Ritz (A)
Brandon J. Allen (M)	Brandy Scarberry (A)
Lea Beckett (S)	Brittany Chaney (S)
Brandy Shanks (S)	Leah Cure (S)
Mary Wright (A)	Emily Daniels (M)
Teresa Campbell (S)	Brionna Shrum (M)
Keisha Campbell (M)	Mishay Robinette (M)
Stephen Walters (V)	Nicole Wakeland (M)
Amanda Walters (CR)	Michelle Cook (S)
Sue Brown (CR)	

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

<b>Meeting Called To Order By:</b>	<b>Chairperson: Brandon Allen</b>
<b>Roll Call:</b>	<b>Secretary: Keisha Campbell</b>

There were 11 voting members present which does constitute a quorum.

## Approval of Minutes:

Members received and reviewed the minutes without questions.

Motion Made By:	Dawn Fitzpatrick
Seconded By:	Tammy Johnson
Motion Carried:	Yes

## Old Business:

### Bylaws Update:

All present members of the Policy Council were provided a copy of the By-Laws.

Mr. Jenkins discussed items in Article II, Section II.

He also discussed Article III, Section I which says Policy Council members shall consist of 14 parents and 3 community representatives with 51% being present for a quorum which is 9 voting members. If only 7 members are present, 2 members can be contacted for approval. Mr. Jenkins suggested that Community Representatives be elected in November. He also reviewed with the Policy Council the items in Sections 2-9.

Mr. Jenkins advised that Articles IV-VIII were discussed at the October meeting.

He asked that all members join the BSACAP Policy Council Facebook page. He allowed the members to review all of the By-Laws focusing comments on certain sections. There were only a few changes recommended.

Motion Made By:

Amanda Walters

Seconded By:

Dawn Fitzpatrick

Motion Carried:

Yes

## New Business:

### Election of Community Representatives:

Mr. Jenkins received a note from Jessica Jude from Ready to Work as to why she would like to be elected as Community Representative.

Sue Brown, Dawn Fitzpatrick and Amanda Walters all requested to be re-elected and they spoke about themselves.

The members voted and Sue Brown, Dawn Fitzpatrick and Amanda Walters were elected as Community Representatives for the 2019-2020 Policy Council.

Mr. Jenkins suggested that Jessica Jude be asked to speak to the Policy Council.

Motion Made By:  
Seconded By:  
Motion Carried:

Mary Wright  
Brionna Shrum  
Yes

### **Program Governance Training:**

Program Governance Training was incorporated into the By-Laws update. Mr. Jenkins instructed members on their roles and responsibilities as the By-Laws were reviewed.

### **Approval of Various Program Policies:**

Mr. Jenkins advised that the three policies were posted on the Facebook page. He noted that Family Advocates now have 120 days instead of 90 days to enter information regarding home visits into COPA which was the main reason for the update to these policies.

Motion Made By:  
Seconded By:  
Motion Carried:

Dawn Fitzpatrick  
Courtney Ritz  
Yes

### **Statistical Report:**

The Statistical Report for October was provided to all present members. Floyd County had the highest average daily attendance with 90.6%. Martin County had the highest average volunteer hours per child. Model City had the highest percentage of parents attending meetings. Missy Spears gave certificates to each program for their achievements.

### **Financial Report Training:**

The Financial Report Training was tabled until the December meeting. The Financial Report and credit card expenditure sheet for October were reviewed and approved by all present members on the Policy Council.

Motion Made By:  
Seconded By:  
Motion Carried:

Sue Brown  
Tammy Johnson  
Yes

### **Nutrition Report:**

The Nutrition Report for October was provided to all present members. Lori Howard advised that 1,119 meals were served for the month which included breakfast, lunch and snack. She advised that only white milk can be served at snacks along with animal crackers or graham crackers and cereals should be 6 grams of sugar or less.

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

The Director's Report was provided to all present members.

### **Hiring Decisions:**

The candidates for the following positions are:

Disability Services Manager:	Stephanie McCoy
Model City Lead Teacher:	Jessica Stevens
Model City Teacher Assistant:	Mercedes Burke
Model City Substitutes:	Melissa Williamson and Savannah Williamson

Motion Made By:	Keisha Campbell
Seconded By:	Tammy Johnson
Motion Carried:	Yes

### **Door Prizes:**

Door prizes were awarded to Amanda Walters, Emily Daniels, Sue Brown, Brionna Shrum and Mishay Robinette.

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

Mr. Jenkins reminded those members on the Health Advisory Council that a meeting will be held November 21, 2019 at 10:30 at Jenny Wiley Lodge.

He also reminded members that if any of our delegate school systems cancel school for inclement weather that the Policy Council meeting would also be cancelled.

A wage comparability study will be discussed at the December meeting as a result of a PC member request.

Next meeting set for December 17, 2019 at El Azul in Prestonsburg, Ky.

**Adjourn:**

Motion Made By:

Amanda Walters

Seconded By:

Dawn Fitzpatrick

Motion Carried:

Yes

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Chairperson