

BSACAP Policy Council Minutes

Date: November 16, 2021

Delsie Fletcher (S)

Ada Hardin (M)

Madison Williams (M)

Jessica Crabtree (S)

Tracy Jenkins (S)

Randi Varney (M)

Bobbie Robinette (S)

Corey Persinger (M)

Leah Cure (S)

Rhonda Newman (S)

Ohnalene Allen (A)

Kathy Adams (S)

Destiny Swiger (M)

Erin Robinstine (M)

Casey Mullins (A)

Karen Alsept (S)

Stacy Blanton (S)

Della Johnson (A)

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

Meeting Called To Order By:

Ada Hardin, Chairperson

Roll Call by: Randi Varney, Secretary

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

Approval of Minutes:

Members were advised that the minutes were on the Facebook page for them to review. Members had no questions.

Motion Made By:

Randi Varney

Seconded By:

Destiny Swiger

Motion Carried:

Yes

Old Business:

PC Bylaws Update:

Mr. Jenkins discussed the By-Laws with members present and touched on important areas such as membership, member duties, and responsibilities. After

the meeting had ended, we realized that a motion had not been made to accept the update to the By-Laws so we will table this until next meeting.

Formation of Sub-Committees:

Personnel Committee

Casey Mullins
Destiny Swiger
Randi Varney
Ohnalene Allen

Finance Committee

Casey Mullins
Destiny Swiger
Randi Varney

Grievance Committee

Madison Williams
Ohnalene Allen
Randi Varney

Mr. Jenkins advised members that the Committees would be open back up at the next meeting for anyone who was not present.

Motion Made By:	Casey Mullins
Seconded By:	Randi Varney
Motion Carried:	Yes

New Business:

Election of Community Representatives:

Tammy Johnson, former Head Start parent, and Christy Garcia, Benchmark employee, both provided statements as to why they should be elected as Community Representatives. Approval was given to both candidates.

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

Randi Varney
Casey Mullins
Yes

Program Governance Training:

Mr. Jenkins advised members that program governance training materials were provided in their packet. He discussed the set-up of the grantee-delegate programs and explained the shared governance duties of the Policy Council and BSACAP Board of Directors.

Statistical Report:

Members were advised that Martin County had the highest average daily attendance with 92.4%; Floyd County had the highest average volunteer hours per child for the month; and Martin County had the highest percentage of parents attending meetings for October. Jessica Crabtree awarded each with certificates.

Financial Report Training:

Members were advised that a copy of the October financial report was provided in their packet. Mr. Jenkins explained several of the line items on the Financial Report and what typical costs are associated with individual lines. Questions were asked why some of the line items were negative numbers. One particular issue with the line item Vehicle Operational cost was mentioned and Mr. Jenkins stated that it appeared to just be a mistake in bookkeeping and he would speak with the bookkeeper about this. The chairperson called for a motion to accept the report with the understanding that the issue would be corrected.

Motion Made By:
Seconded By:
Motion Carried:

Randi Varney
Destiny Swiger
Yes

Nutrition Report:

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

Director's Report:

Mr. Jenkins advised members that the agency had a Focus 1 Area review by the Office of Head Start. He explained what the review consisted of and how it was conducted. The agency won't know the results until the Office of Head Start sends a report which Mr. Jenkins said he hoped to have by the December PC meeting.

Hiring Decisions:

Mr. Jenkins advised that none of the 3 available positions have been filled at this time.

Door Prizes:

Door prizes were given to all 8 members who were present.

Business from the Floor:

Pig-In-A-Poke restaurant in Paintsville will be considered for the next meeting if they can provide a private meeting area.

Adjourn:

Motion Made By:

Randi Varney

Seconded By:

Madison Williams

Motion Carried:

Yes

Chairperson