

# BSACAP POLICY COUNCIL MINUTES

DATE: FEBRUARY 20, 2018

Josh Ratliff (V)  
Samantha Ratliff (A)  
Leslie Ratliff (M)  
Patricia Fleming (M)  
Teresa Adkins (M)  
Christy Spence (A)  
Sue Brown (CR)  
Leah Cure (S)  
Amanda Walters (CR)  
Ash'Leigh Adams (M)  
Stella Collins (M)  
Tracy Jenkins (S)

Brandi Johnson (M)  
Karen Alsept (S)  
Stacy Robinette (S)  
Kathy Arnett (M)  
Delsie Fletcher (S)  
Dawn Gullett (A)  
Dawn Fitzpatrick (CR)  
Steve Walters (V)  
Tasha Holliday (M)  
Teresa Campbell (S)  
Melinda Hall (S)  
Shawna Howell (S)

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

**Meeting Called To Order By:**

**Chairperson Stella Collins**

**Roll Call:**

**Secretary Ash'Leigh Adams**

Fourteen voting members were present which does constitute a quorum.

## Approval of Minutes:

Members received and reviewed the December minutes without question. We did not meet in January due to bad weather.

Motion Made By:

Sue Brown

Seconded By:

Amanda Walters

Motion Carried:

Yes

## Old Business:

## Pike County Mobile Unit Application:

Mr. Jenkins informed members that an application request for funding from the regional office was put on hold after employers were notified about a retirement increase that would make it financially impossible to open a mobile unit in Pike County.

## New Business:

### Financial Report:

Members received and reviewed the financial report for the months of December and January including the credit card expenditure. There were no questions.

Motion Made By: Amanda Walters  
Seconded By: Christy Spence  
Motion Carried: Yes

### Statistical Report:

Members received and reviewed the December and January statistical report. Family Services Manager Melinda Hall recognized Model City for having the highest average daily attendance and parent meeting attendance and Johnson County for the highest volunteer hours in December. Mrs. Hall also recognized Johnson County for having the highest average daily attendance, Pike County for the highest volunteer hours, and Floyd County for the highest parent meeting attendance in January.

### Director's Report:

Members received and reviewed the director's report for the months of December and January with no questions.

### Nutrition Report:

Members received and reviewed the nutrition reports for the months of December and January without question.

### Self-Assessment Survey:

Mr. Jenkins informed members that he sent out about 300 emails to parents containing a survey and had 56 responses. He said this was a "fairly good" response in feedback. Alternate Dawn Gullett requested that Mr. Jenkins share the results of the survey at the March meeting.

### Update Child Eligibility Criteria:

Mr. Jenkins explained the workings of the child eligibility criteria. Member Ash'Leigh Adams suggested giving children that did not speak English as their primary language an extra eligibility point. Mr. Jenkins said he would look to see if it were possible to allot a point for that through within our COPA data system. The motion was to approve the eligibility points with the additional point if it was possible. If it was not possible to give the extra point, the points were to be approved as is.

Motion Made By: Ash'Leigh Adams

Seconded By:  
Motion Carried:

Christy Spence  
Yes

#### **BSACAP Mid-Year Child Attendance Report:**

Members were provided a handout which reflected the child attendance thus far. Mr. Jenkins noted that classrooms that had not achieved 85 percent were under performing. He asked members to share this information with their policy committees.

#### **2016-17 Annual Report to the Public:**

Mr. Jenkins explained that the 2016-17 annual report to the public could be viewed on the Big Sandy Area Head Start website ([www.bsacapheadstart.com](http://www.bsacapheadstart.com)). He pointed out that 86 percent of the overall budget goes toward staff salary and fringe. He said that our staff do not have high salaries it simply takes a large number of people to operate the program.

#### **State Retirement Increase & Impact:**

Mr. Jenkins informed members he had received notification that the amount an employer must contribute toward employees retirement will raise from 18.89 percent to 28.05 percent. He said this will have devastating effects on the Head Start program. To put those numbers into perspective, Mr. Jenkins explained that Head Start would have to have between \$381,000 to \$400,000 set aside by July 1 to offset this expense. He said the only way to accomplish this would be by taking the funds from salary and fringe, meaning this would require a lay off for some staff. He said at the March meeting he would present a plan for coming up with these funds. Members questioned if Pike County may reduce the number of days they attend from 5 days a week. Mr. Jenkins said since Pike County was awarded funds from a separate grant he did not see this happening. He asked that all members be present during the March meeting to give input on the plan.

#### **Approval of Model City Parent Activity:**

Model City staff requested to purchase materials for parents and children grow plants.

Motion Made By:  
Seconded By:  
Motion Carried:

Ash'Leigh Adams  
Sue Brown  
Yes

#### **Adjourn:**

To accommodate a more private discussion concerning the impact of the retirement contribution, Mr. Jenkins requested to have the March meeting at the Ramada or the Jenny Wiley Lodge. Hearing no other business from the floor, Ms. Collins asked for a motion to adjourn the meeting.

Motion Made By:  
Seconded By:

Sue Brown  
Ash'Leigh Adams

Motion Carried:

Yes

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Chairperson