

BSACAP POLICY COUNCIL MINUTES

DATE: March 20, 2018

Patrica Fleming (M)
Ash'Leigh Adams (M)
Amanda Walters (CR)
Tracy Jenkins (S)
Teresa Adkins (M)
Stacy Robinette (S)
Jimmy Spence (V)
Delsie Fletcher (S)
Melinda Hall (S)
Annjennett Jenkins (S)
Kathy Adams (S)
Lea Beckett (S)
Samatha Ratliff (A)
Leslie Ratliff (M)
Dawn Fitzpatrick (CR)
Dawn Gullett (A)

Amber Hunter (S)
Steve Walters (V)
Stella Collins (M)
Brandi Johnson (M)
Kathy Arnett (M)
Bronna Francis (S)
Christy Spence (A)
Shawna Howell (S)
Patricia Lee Collins (S)
Karen Alsept (S)
Brandy Shanks (S)
Josh Ratliff (V)
Leah Cure (S)
Betty Cantrell (V)
Sue Brown (CR)

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

Meeting Called to Order by:

Chairperson: Stella Collins

Roll Call:

Staff Secretary: Shawna Howell

Thirteen voting members were present which does constitute a quorum.

Approval of Minutes:

Members received and reviewed the minutes without question.

Motion Made By:

Amanda Walters

Seconded By:

Christy Spence

Motion Carried:

Yes

Old Business:

Parent Survey Results:

Per the request of the policy council, Mr. Jenkins shared the results of a recent parent survey that is being used for Self-Assessment. He said out of 300 emails that were sent out 56 parents responded. Areas critiqued on the survey were: cleanliness, safety, friendly staff, communication with parents, enjoyment of the program, and how

survey, were: cleanliness, safety, friendly staff, communication with parents, enjoyment of the program, and how helpful the program was to the child(ren). The majority of parents had ranked the program at a 5 (the best for each section) with a few advising of a 3 or 4 in the matter. Only one or two people had ranked the program below a 3 or 4. An average of 80-85% of respondents gave the program excellent (score of 5) rankings in each category.

Child Eligibility Points Criteria:

Members opted to keep the child eligibility points the same for this year, but suggested giving a point for non-English speaking children next year when applications would be up for reprinting.

Motion Made By: Teresa Adkins
Seconded By: Amanda Watlers
Motion Carried: Yes

New Business:

Financial Report:

Members received and reviewed the financial report and credit card analysis without question.

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

Statistical Report:

Ms. Hall recognized Floyd County for having the highest average daily attendance, Johnson County for having the highest volunteer hours, and Pike County for having the highest parent meeting attendance. Those programs were provided a certificate of achievement.

Director's Report:

Members received and reviewed the director's report without question.

ERSEA Training:

ERSEA stands for the eligibility, recruitment, selection, enrollment, and attendance of our Head Start children, Mr. Jenkins explained. He further described the steps staff take in each process and specifics on how income is determined as well as requirements for the program. Mr. Jenkins provided handouts and described the ERSEA process. Following the training, members had no questions.

Policy Review & Approval:

Members were emailed various policies for their review to be updated so that they were in accordance with new performance standards. Those policies updated were: Adult Basic Education/Literacy, Community Assessment, Literacy Assistance, Monitoring Program Objectives & Activities, Parent Career Development, Parent Opportunities for Assistance, Program Planning, Staff Professional Development Assistance, and Disability Services Plan.

Motion Made By: Sue Brown
Seconded By: Amanda Walters
Motion Carried: Yes

Nutrition Report:

Members received and reviewed the nutrition report without question.

Review the Enrollment Reduction Proposal:

Mr. Jenkins began by explaining that he has been director for 11 years and over this time period he has been forced to do things he "didn't want to do" because of budget cuts. He said over this 11 years the program has been reduced from 72 classrooms to 64. Mr. Jenkins stated, "The KY Retirement Board has recommended to the state legislature that the employer contribution for the CERS retirement be raised from 19.18% to 28.05%. This is an 8.87% increase, meaning our program would have to come up with \$381,000 worth of funds for staff retirement. He mentioned that at this point, it has not been decided if this increase will occur at the projected date of 7/1/18 or if it will be more of a phase-in over a 10 year period. With the use of PowerPoint, Mr. Jenkins gave a presentation of what our program would likely need to do, in terms of reductions, if the increase is mandated for 7/1/18. He made clear that this option had been analyzed extensively and that it did the least amount of harm while making the most logical sense. But he also emphasized the fact that this cut would only be necessary if the "10 year phase-in" does not occur. He said the reason it was being presented early (several months prior to 7/1/18) was because the plan has to also be approved by the BSACAP Board of Directors who meets March 27th and will not meet again for another two months. He said this would be too late to seek their approval if he waited until their next board meeting in May since the deadline to lay off staff is in April. When considering this proposal, Mr. Jenkins said he consulted with the BSACAP Executive Director and took into consideration having the least impact on staff and families. Since 86 percent of Head Start funds go toward salary and fringe, Mr. Jenkins said this is the only place that a cut could be made. He showed members a breakdown of expenses of the program using a pie chart. He then explained that the program has 138 teaching staff, 24 family advocates, 7 directors, and 9 listed as "other" staff. He said many things were considered when devising this proposal including, the recommended case load for family advocates, classroom size, enrollment of children, number of income eligible children over the past 5 years for each program, etc. Mr. Jenkins provided data for each of these considerations to members. Following the discussion, Mr. Jenkins proposed reducing one classroom in Magoffin County, one classroom in Martin County, and two classrooms from either Johnson, Floyd, or Pike (this will be a last resort), and eliminating a family advocate from Martin, Magoffin, and Pike Counties. This will result in the loss of 4 classrooms, 3 family advocate positions, and a total of 80 to 100 child slots. Upon questioning from the Council, Mr. Jenkins pointed out that the child slots would not affect the most needy children, but rather the areas where it is most difficult to fill slots. Ms. Collins asked for a motion to approve the proposal.

Motion Made By: Teresa Adkins

Seconded By:
Motion Carried:

Christy Spence
Yes

Business from the Floor:

Members opted to have the next meeting at Pig in a Poke in Prestonsburg. If that space is unavailable, they selected Peking.

Adjourn:

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

Motion Made By:
Seconded By:
Motion Carried:

Christy Spence
Sue Brown
Yes

Chairperson