

BSACAP Policy Council Minutes

Date: March 21, 2023

Phyllis Lowe (M)

Burnis Lowe (A)

Bryan Auxier (S)

Kathy Reed (S)

Layla Minix (M)

Leah Cure (S)

Rhonda Newman (S)

Lashonda Stone (M)

Ashley Reed (M)

Amber Hunter (S)

Krista Vanhooose (CR)

Jessica Crabtree (S)

Ashley Hignite (A)

James Harless (M)

Ashley Harless (A)

Bobbie Robinette (S)

Stacy Blanton (S)

Tammy Taulbee (S)

Tamea Hall (M)

Tammy Johnson (CR)

Karen Alsept (S)

Ashley Hagans (S)

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

Meeting Called To Order By:

Co-Chairperson: Randi Varney

Roll Call by Secretary: Tammy Johnson

There were 9 voting members present which does constitute a quorum.

Approval of Minutes:

Members were provided the February minutes for review.

Motion Made By:

James Harless

Seconded By:

Layla Minix

Motion Carried:

Yes

Old Business:

Covid Mitigation Plan:

Tammy Taulbee informed members that a Special Called Health Advisory meeting was held and that all school systems were contacted regarding their covid plans. The Covid Mitigation Plan would be updated as necessary depending on the Team Kentucky Guidelines.

Motion Made By:
Seconded By:
Motion Carried:

Ashley Reed
Krista Vanhooose
Yes

Head Start Eligibility Criteria:

Tammy Taulbee reminded members that the Head Start Eligibility Criteria had been discussed at the February meeting. The Council agreed that the eligibility points should be kept the same as last year. We had forgotten to get an approval so we wanted to ask the Council for that today.

Motion Made By:
Seconded By:
Motion Carried:

Tammy Johnson
James Harless
Yes

New Business:

COLA and Quality Improvement Funding:

Tammy Taulbee informed members that Head Start had been awarded a \$520,284 cost of living adjustment. It was recommended that all staff receive a minimum 5.6% salary increase which would be decided by each delegate program. Tammy advised members that COLA would need to be voted on in April. At that time, there would be specifics on how the grantee and each delegate planned to utilize the available funds. Members asked that the meeting be held in-person.

Financial Report:

Members were provided a copy of February Financial Report.

Motion Made By:
Seconded By:
Motion Carried:

Phyllis Lowe
James Harless
Yes

Statistical Report:

Jessica Crabtree presented and discussed the statistical report as follows: Pike County had the highest average daily attendance with 87.4%; Johnson County had the highest average volunteer hours per child for the month; and Paintsville had the highest percentage of parents attending meetings for February. Certificates were provided to all winners.

Director's Report:

Members were provided a copy of the Director's Report which discusses NTI days. Head Start teaching staff are now required to post videos on NTI days.

Nutrition Report:

The Nutrition Report summarizes the number of children served breakfast, lunch and snacks in February.

Policy Updates:

Parent Consent for Child Release:

Tammy Taulbee informed members that parents are now required to provide parent's date of birth and child's date of birth when requesting the child be released to an unauthorized individual.

Motion Made By:

Krista Vanhooose

Seconded By:

Layla Minix

Motion Carried:

Yes

Parent Refusal of Services:

Tammy Taulbee advised that parents will now be advised to sign a refusal form if the child will not receive an update for expired exams within the 90-day period.

Motion Made By:

Krista Vanhooose

Seconded By:

Layla Minix

Motion Carried:

Yes

Staff Qualifications:

Tammy Taulbee informed members that assistants are required to have a child development associate (CDA) credential or an associate degree in early childhood education or an associate with an emphasis in early childhood education. This policy has not changed but the wording needed to be corrected.

Motion Made By:

Phyllis Lowe

Seconded By:

Krista Vanhooose

Motion Carried:

Yes

Planning for April Meeting:

Members choose El Azul in Prestonsburg for the April meeting.

Door Prizes:

Door prizes were given to several members.

Business from the floor:

Amber Hunter from Model City Head Start explained the parent activity which is creating a solar light.

Motion Made By:

Phyllis Lowe

Seconded By:

Krista Vanhoose

Motion Carried:

Yes

Ashley Hagans, the new Mental Health Manager, was introduced to the Council.

Adjourn:

Motion Made By:

Krista Vanhoose

Seconded By:

Phyllis Lowe

Motion Carried:

Yes

Chairperson