

# BSACAP POLICY COUNCIL MINUTES

Date: April 18, 2017

Shawna Williams (S)  
Ashley Hayden (M)  
Amber Koch (M)  
Melissa Wallen (A)  
Steve Walters (V)  
Lori Howard (S)  
Tracy Jenkins (S)  
Edith Hill (V)  
Kathy Adams (S)  
Michelle Cook (S)  
Leah Cure (S)  
Dawn Gullett (M)

Ethel Wallen (CR)  
Leslie Ratliff (A)  
Dawn Fitzpatrick (CR)  
Amanda Walters (M)  
Sue Brown (CR)  
Melinda Hall (S)  
Teresa Adkins (M)  
Amber Hunter (S)  
Nellie Chapman (A)  
Kysa Fletcher (M)  
Christy Smith (S)  
Bronna Francis (S)

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

**Meeting Called To Order By:**  
**Roll Call:**

**Vice Chairperson: Dawn Fitzpatrick**  
**Staff Secretary: Shawna Williams**

Eleven voting members were present which does constitute a quorum.

## Approval of Minutes:

Members received and reviewed the minutes without questions.

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

## New Business:

## Financial Report:

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

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

## Statistical Report:

**(No Action Needed)**

Family Services Manager Melinda Hall acknowledged Magoffin County for being the only program in the month of March that maintained the required 85 percent child average daily attendance. She also recognized Magoffin for having the highest volunteer hours and Johnson for having the highest parent meeting attendance.

#### Director's Report:

BSACAP Head Start Director Tracy Jenkins reviewed the director's report with members. He pointed out that programs are currently recruiting and if members had any suggestions on different ways to recruit children to please let staff know. The director's report had a section that showed the percentage of children the program has accepted that was over income. Mr. Jenkins stressed that our program always struggles finding income eligible children in Martin and Magoffin Counties. Lastly, Mr. Jenkins told members that staff attended KHSA conference in Lexington and some grantee staff attended the NHSA conference.

#### ERSEA Training:

With the use of a handout, Mr. Jenkins explained Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA) to members and various requirements of each. After his presentation, members had no questions.

#### Needs Assessment:

Community Resource Representative Edith Hill provided members with a survey asking them to rank the need for each category of assistance. Surveys were collected by Mrs. Hill at the end of the meeting.

#### Policy Review & Approval:

Nutrition Manager Lori Howard explained the need to have various nutrition related policies updated and approved by council. Those policies discussed for approval were: Nutrition Services, Child Nutrition Goals & Objectives, Nutrition Activities, Evaluation of Meals, Meal Service, Monitoring Nutrition Services, Nutritional Assessment & Referral, Meal Substitutions, Nutrition Training, Food Allergies and Dietary Restrictions, Food Handling & Sanitation, Family Assistance with Nutrition, Child & Adult Care Food Program Application Process, Enrollment Form, Master Roster Enrollees, Outside Food, Menus, and COPA Daily Meal Count.

Motion Made By:	Amanda Walters
Seconded By:	Amber Koch
Motion Carried:	Yes

#### Nutrition Report: (No Action Needed)

Members received and reviewed the nutrition report with no questions.

**Adjourn:**

Mrs. Hill provided members with scholarship paperwork being offerered through CSBG. Mr. Jenkins reviewed portions of the qualifications. In other business, members opted to have the May meeting at El Azul in Prestonsburg. If that space is unavailable they selected Angie's Cast Iron Grill. Hearing no other business from the floor, Mrs. Fitzpatrick asked for a motion to adjourn the meeting.

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Chairperson