

# BSACAP POLICY COUNCIL MINUTES

Date: April 17, 2018

Delsie Fletcher (S)  
Tracy Jenkins (S)  
Anna Shepherd (S)  
Teresa Adkins (M)  
Kathy Adams (S)  
Victoria Marcum (A)  
Samantha Ratliff (A)  
Steve Walters (V)  
Heather Williamson (M)  
Dawn Fitzpatrick (CR)  
Tasha Holliday (M)  
Karen Alsept (S)  
Kimberly Maynard (A)

Patricia Fleming (M)  
Rhonda Newman (S)  
Stella Collins (M)  
Kathy Arnett (M)  
Tammy Taulbee (S)  
Leslie Ratliff (M)  
Amanda Walters (CR)  
Josh Ratliff (V)  
Leah Cure (S)  
Robin Salyer (S)  
Bronna Francis (S)  
Ash'Leigh Adams (M)  
Shawna Howell (S)

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

**Meeting Called To Order By:**

**Chairperson: Stella Collins**

**Roll Call:**

**Secretary: Ash'Leigh Adams**

Twelve voting members were present which does constitute a quorum.

## Approval of Minutes:

Members received and reviewed the minutes without questions.

Motion Made By:

Teresa Adkins

Seconded By:

Amanda Walters

Motion Carried:

Yes

## Old Business:

## Enrollment Reduction Follow-up:

Mr. Jenkins informed members that the program is anticipating a 2.2 percent COLA increase. He said instead of giving staff raises the funding would be used to offset the "phase in" employer contribution toward staff retirement. Mr. Jenkins said he was disappointed that staff couldn't get raises but noted that the funding would be saving classrooms and staff positions. He did explain that a Martin classroom may still move due to lack of enrollment in the county.

### New Business:

### Financial Report:

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

Motion Made By: Heather Williamson  
Seconded By: Amanda Walters  
Motion Carried: Yes

### Statistical Report:

Mr. Jenkins acknowledged Floyd County for having the highest average daily attendance and parent meeting attendance. He also recognized Johnson County for having the highest volunteer hours. Each program was given a certificate of accomplishment. Mr. Jenkins also pointed out that overall the program had 86.2 attendance. He noted that was good and that the program always strives for 85 percent attendance.

### Director's Report:

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

### Recruitment Discussion:

Mr. Jenkins told members that the largest recruitment tool for Head Start is "word of mouth." He asked that members share their positive experiences on Facebook and with friends.

### Policy Review & Approval:

Policies were emailed to members. If members did not receive the email, Mr. Jenkins asked that they update their email address with Staff Secretary Shawna Howell. He said there were little changes made to the policies except to keep them in line with the performance standards. Policies that were updated were: *communication between grantee & delegates, communication/information system for families, communication/information system for staff, communication with governing bodies/policy groups, confidentiality of information, parents, area residents, and the program, program evaluations/self assessment, relocation of child records, and reporting system.*

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

### Nutrition Report:

Members received and reviewed the nutrition report without questions.

**Business From The Floor:**

Members opted to have the May meeting at El Azul in Prestonsburg. If the space was 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:	Teresa Adkins
Seconded By:	Kathy Arnett
Motion Carried:	Yes

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Chairperson