

# BSACAP POLICY COUNCIL MINUTES

Date: July 17, 2018

Bernice Trimble (A)  
Tracy Jenkins (S)  
Teresa Campbell (S)  
Sue Brown (CR)  
Dawn Fitzpatrick (CR)  
Heather Williamson (M)  
Samantha Ratliff (A)  
Steve Walters (V)  
Amanda Walters (CR)  
Cynthia Mounts (A)  
Brittany Chaney (S)  
Karen Alsept (S)

Stella Collins (M)  
Leah Cure (S)  
Bobbi Jarrell (S)  
Melinda Hall (S)  
Tammy Taulbee (S)  
Leslie Ratliff (M)  
Josh Ratliff (V)  
Ash'Leigh Adams (M)

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

**Meeting Called To Order By:**

**Chairperson: Stella Collins**

**Roll Call:**

**Secretary: Ash'Leigh Adams**

There were 10 voting members 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

**Old Business:**

None

**New Business:**

**Financial Report:**

Members received and reviewed the financial report and credit card expenditure. Mr. Jenkins explained two of the biggest amounts on the credit card expenditure sheet which were purchases for classroom books and CDA renewals.

Motion Made By: Amanda Walters  
Seconded By: Dawn Fitzpatrick  
Motion Carried: Yes

### Director's Report:

Mr. Jenkins reviewed the director's report without questions. COLA funding was listed in the director's report. Also, he mentioned the upcoming Pre-Service along with the trainings being offered.

### Community Assessment:

Mr. Jenkins discussed in detail the community assessment which shows the break down of each county. He highlighted certain data such as education level, population and employment status. He explained how the program uses the information from the CA for program decision making and planning. Members had the opportunity to review the community assessment. Mr. Jenkins also provided members with the website address of where the community assessment will be posted on.

Motion Made By: Sue Brown  
Seconded By: Ash'Leigh Adams  
Motion Carried: Yes

### Review Technical Assistance (TA) Plan

Mr. Jenkins provided detail information regarding the TA plan. The TA plan was reviewed with the members.

Motion Made By: Cynthia Mounts  
Seconded By: Amanda Walters  
Motion Carried: Yes

### Update to BSACAP Long Range Goals

Mr. Jenkins reviewed and provided members with description of goals. He shared information on the accomplishments and failures of the program, related to the long range goals, at this point in the 5 year period. All programs have received a STAR rating of 5 with the exception of Johnson County in which they have not been rated yet. This was made available for members to review.

Motion Made By: Ash'Leigh Adams  
Seconded By: Cynthia Mounts  
Motion Carried: Yes

### Review Agency Audit for 2018

Mr. Jenkins discussed the agency audit and the fact that there were no findings for our program. This was made available to the members.

Motion Made By: Heather Williamson  
Seconded By: Leslie Ratliff  
Motion Carried: Yes

### Review Continuation Grant

Mr. Jenkins gave details regarding the continuation grant which included transportation waiver, budget, etc. He discussed the amount of funding for each delegate program and how the funding was projected to be used. Members reviewed copies of the grant during the meeting. This will be presented at the Board of Directors meeting by Mr. Jenkins.

Motion Made By: Amanda Walters  
Seconded By: Dawn Fitzpatrick  
Motion Carried: Yes

### Business From the Floor:

Mr. Jenkins thanked everyone for coming and being a part of the council. Next meeting set for August 21, 2018, at Pig-N-Poke or Elazul.

### Adjourn:

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

Motion Made By: Sue Brown  
Seconded By: Dawn Fitzpatrick  
Motion Carried: Yes

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Chairperson