

BSACAP Policy Council Minutes

Date: July 16, 2024

Phyllis Lowe (M)	Tracy Jenkins (S)
Burnis Lowe (V)	Bryan Auxier (S)
Ashley Hignite (M)	Kathy Reed (S)
Patricia McCoy (S)	Kathy Adams (CR)
Stacy Morrison (S)	Keaton Morton (M)
Rhonda Newman (S)	Kayla Justice (M)
Stacy Dorton (A)	Karen Alsept (S)
Lori Howard (S)	Reva Perkins (M)
Patti Miller (S)	Bobbie Robinette (S)
Becky Kilgore (S)	Wanda Wells (S)
Jessica Crabtree (S)	Leah Cure (S)
Beth Preston (S)	Larry Gullett (M)
Stacy Blanton (S)	Doug Allen (A)
Tammy Johnson (CR)	Tammy Taulbee (S)
Krista Vanhooose (CR)	Kimberly Hutcheson (A)
Amber Hunter (S)	

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

Note: Both the Chair and Vice-Chair were absent and the members agreed for HS Director Tracy Jenkins to lead the meeting.

Meeting Called To Order By: Tracy Jenkins
Roll Call by: Keaton Morton

There were 10 voting members present which does constitute a quorum.

Approval of Minutes:

Members were provided with the May minutes for review.

Motion Made By: Phyllis Lowe
Seconded By: Ashley Hignite
Motion Carried: Yes

Old Business:

No old business.

New Business:

Financial Report:

Members were provided with copies of the May and June Financial Reports and credit card expenditures.

Motion Made By:

Stacy Dorton

Seconded By:

Phyllis Lowe

Motion Carried:

Yes

Director's Report:

The Director's Report included the 2024-2025 program funding for the 7 programs along with additional information. Mr. Jenkins discussed topics from the report with the group.

Approval of Child Bus Restraints Waiver Request:

Mr. Jenkins explained that all delegate programs have asked for a waiver to the federal requirement that all Head Start children must be in a restraint while on the school buses. Their requests have been reviewed and the grantee office agrees that having the children in restraints actually increases the likelihood of injury for the children. Mr. Jenkins asked the Council to consider approving a request for a waiver for the child restraints requirement that would be submitted to the Region IV Head Start office. The waiver request explains the reasons that it would not be safe for children to be restrained on buses.

Motion Made By:

Phyllis Lowe

Seconded By:

Keaton Morton

Motion Carried:

Yes

Community Assessment Update:

Mr. Jenkins explained the program's community assessment and that the grantee office does research each year for an update to the information. He highlighted various sections of the assessment which included population decline, poverty rates, education levels, etc. The group discussed how the information in the assessment could potentially affect the Head Start program and possible decisions that would need to be made in the near future as a result.

[Review 24-25 Training Plan:](#)

Mr. Jenkins explained the 24-25 Training Plan with the members and gave examples of why it is important. He discussed how the plan is a guideline that the program uses to make sure that all staff and parents receive adequate training each year. He discussed each section of the plan.

Motion Made By: Stacy Dorton
Seconded By: Ashley Hignite
Motion Carried: Yes

[Update on BSACAP Head Start Long Term Goals:](#)

Mr. Jenkins discussed updates to the Strategic Plan for 2020-2025. He pointed out that each long term goal is broken down by individual years within the grant cycle. We are finishing up year 4 of the cycle so he pointed out to the group the objectives in that particular year that should have been accomplished to assure progress toward meeting the goal. He stated that almost all of the objectives were accomplished with only a few being less than satisfactory.

Motion Made By: Ashley Hignite
Seconded By: Phyllis Lowe
Motion Carried: Yes

[Agency Audit for 2023:](#)

Wells & Company completed an audit and there were no findings for any programs within the Big Sandy Area Community Action Program.

[Parent Survey 2023-24:](#)

Members received a copy of the parent survey results. 36.5% out of 1026 families participated. Mr. Jenkins highlighted some of the more interesting things that were reflected by the survey.

[Review Annual Grant Application:](#)

Mr. Jenkins reviewed all portions of the grant application with members present including funding levels, enrollment slots and locations, updates to current plans, and progress on goals and objectives. A short discussion was held regarding the procedure for moving enrollment slots (and classrooms) from one site to another.

Motion Made By:
Seconded By:
Motion Carried:

Phyllis Lowe
Keaton Morton
Yes

Door Prizes:

Door prizes were given to several members.

Business from the floor:

The August meeting will be held at Mi Hacienda or Peking in Paintsville.

Adjourn:

Motion Made By:
Seconded By:
Motion Carried:

Krista Vanhoose
Phyllis Lowe
Yes

Chairperson