

BSACAP POLICY COUNCIL MINUTES

Date: September 18, 2018

Melinda Hall (S)	Keshia Wilson (M)	Amanda Walters (CR)
Tracy Jenkins (S)	Ashley Perrigan (M)	Josh Ratliff (V)
Amber Hunter (S)	Kathy Arnett (M)	Samantha Ratliff (A)
Dawn Gullett (A)	Rhonda Newman (S)	Heather Williamson (M)
Dawn Fitzpatrick (CR)	Stacy Robinette (S)	
Leah Cure (S)	Kelli Isaac (S)	
Michelle Pack (S)	Karen Alsept (S)	
Katherine Rowe (S)	Tasha Holliday (M)	
Patricia Fleming (M)	Teresa Adkins (M)	
Sabrina Wilson (V)	Steve Walters (V)	

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

Meeting Called To Order By:

Chairperson: Teresa Adkins

Roll Call:

Secretary: Katherine Rowe

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

Approval of Minutes:

Members received and reviewed the minutes without questions.

Motion Made By:

Amanda Walters

Seconded By:

Heather Williamson

Motion Carried:

Yes

Old Business:

None

New Business:

Financial Report:

Members received and reviewed the financial report. Mr. Jenkins explained to the members that much of the spending goes towards office supplies and classroom supplies. These two areas show the most spending. Mr. Jenkins then went on to explain to the members what the budget modification was and how it would work. Mr. Jenkins used these two areas of spending as examples.

Motion Made By: Sue Brown
Seconded By: Heather Williamson
Motion Carried: Yes

Budget Modification for 2017-18

Mr. Jenkins explained the sections on the financial report that were over spent and discussed areas where money could be moved to cover these deficits. He cited several sections where there was money remaining and asked the Council to approve a budget modification to move the remaining money to other line items.

Motion Made By: Sue Brown
Seconded By: Heather Williamson
Motion Carried: Yes

Statistical Report

Melinda Hall went over this report with the members. She explained that everyone had 85% or above. She also made mention that all programs were fully enrolled at the beginning of school.

Child Enrollment Status

Mr. Jenkins talked with the group about the requirements of enrollment. He explained that the program had to accept exactly 1,113 children before the first day of school. Obviously, not all of the children that are accepted will show up because some parents will change their minds and not send their kids. For every slot that is vacated, the program has 30 days to fill that slot with another child. This process continues throughout the program year. At this time, all enrollment slots are either filled or have not been vacant for 30 days.

Approval of Model City Substitutes

Mr. Jenkins stated interviews were conducted. He explained to the members that two people were chosen for the job: Catlin Adkins and Sierra Harrison.

Motion Made By: Heather Williamson
Seconded By: Dawn Fitzpatrick
Motion Carried: Yes

Directors Report

Mr. Jenkins went over this report with the members. He explained to the members that in the beginning of the year everyone met funded enrollment. He went on to explain to the members that some children who were enrolled were not income eligible but that ALL children were selected using the same set of eligibility criteria. Mr. Jenkins explained to the members that 90% of children who are accepted into head start must be income eligible. He expressed concern about this in certain schools and indicated that the issue would be readdressed at a later date.

Review and Approve Various Family Services Policies

Mr. Jenkins explained the changes made to the policies were to meet the new standard requirements. The policies that have been updated to meet the new standard requirements include: Accidents, Blood Pressure Screening, Child Arrival-Departure, Administration of Medications, Bus Accident, Child Health and Safety, Blood Borne Pathogen Control, Bus Pedestrian Safety, Child Health History, Communicable Disease Control, Dental Exams Services, Diapering, Consent for follow up Services, Determining Childs Health Status, Drug Free Workplace, Daily Health Check, Developmental-Behavioral Screening, Emergency Preparedness, Hand Washing, Health Services End of year summary, Hospitalization Child, Head start payment for services, Hematocrit Hemoglobin Determination, Immunizations, Physical Examination, Smoke free work place, Tracking follow up, Play Ground safety, Toileting, Vision Exam, Promoting Physical Development and Tooth brushing. All policies had been emailed to the members prior to the meeting for their review. There were no questions about the updated policies.

Motion Made By:

Dawn Fitzpatrick

Seconded By:

Sue Brown

Motion Carried:

Yes

Business From the Floor:

The members of the council voted on where the next meeting should be held. The majority of the members voted for the Ramada Inn that is located in Paintsville.

Adjourn:

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

Motion Made By:

Dawn Fitzpatrick

Seconded By:

Sue Brown

Motion Carried:

Yes

Chairperson