

# BSACAP Policy Council Minutes

Date: September 20, 2022

Phyllis Lowe (M)

Burnis Lowe (V)

Bobbie Robinette (S)

Brenda Jones (A)

Pamela Phillips (A)

Casey Mullins (M)

Jeanne Luster (M)

Kathy Reed (S)

Bryan Auxier (S)

Rhonda Newman (S)

Leah Cure (S)

Jessica Crabtree (S)

LaShonda Stone (M)

Charline Basham (M)

Michael Marcum (S)

Karen Alsept (S)

Ada Hardin (M)

Ashley Harless (V)

James Harless (M)

Christopher Jackson (A)

Randi Varney (M)

Ana Merritt (M)

Tracy Jenkins (S)

Stacy Blanton (S)

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

Meeting Called To Order By:

Ada Hardin

Roll Call by: Stacy Blanton

There were 12 voting members present which does constitute a quorum.

## Approval of Minutes:

Mr. Jenkins asked members for approval of the July minutes.

Motion Made By:

Casey Mullins

Seconded By:

Ana Merritt

Motion Carried:

Yes

## Old Business:

No old business was brought to the floor.

## **New Business:**

### **Financial Reports:**

Members were advised that a copy of the July and August Financial Reports were provided in the packet and Members were given a chance to review them.

Motion Made By: Ashley Lowe  
Seconded By: Brenda Jones  
Motion Carried: Yes

### **Statistical Report:**

Jessica Crabtree explained the August Statistical Report.

### **Nutrition Report:**

The Nutrition Report was included in the packet for members. It addressed the number of children served breakfast, lunch and snacks in August.

### **Director's Report:**

The Director's Report was provided in each Member's packet. Mr. Jenkins briefly touched on some of the topics in the report including the Quality Assurance review of the 7 programs.

### **Budget Modification for 21-22 Budget:**

Mr. Jenkins explained that some line items in the Financial Report were deficient while others were in surplus. He asked the members to approve a budget modification for funds to be moved from particular line items to cover any over expenditures in other lines.

Motion Made By: Randi Varney  
Seconded By: Ashley Lowe  
Motion Carried: Yes

### **Certification of Health & Safety Screening:**

Mr. Jenkins advised that the OHS Health & Safety Screener had been completed at all sites and he now had copies of all of the results. He explained that we need the PC chairperson's signature on a certification form verifying that they were done. He asked the members to approve for Mrs. Hardin to sign the statement.

Motion Made By: Casey Mullins  
Seconded By: Ana Merritt  
Motion Carried: Yes

### **Policy Review and Approval:**

The Policies were uploaded on the Facebook page for members to review. Members asked that review and approval of the following policies be tabled until the October meeting:

- 1) The Mental Health Consultant
- 2) On-Site Consultation
- 3) Mental Health: Parent Involvement/Education
- 4) Violence Prevention Curriculum
- 5) Mental Health Services/Referrals
- 6) Head Start Payment for Services
- 7) Daily Schedule
- 8) Setting Up the Physical Environment

Motion Made By: Charline Basham  
Seconded By: Casey Mullins  
Motion Carried: Yes

**Playground Upgrades:**

Mr. Jenkins advised Members that \$590,000 had been allocated for resurfacing at several playgrounds.

**Classroom Social Media Groups:**

Mr. Jenkins advised Members that teachers would be required to continue using social media groups for children and parents. He encouraged members to talk with all parents about giving feedback to the teaching staff about the importance of their social media group and things they could do to improve it.

**Enrollment Status Report:**

Mr. Jenkins advised Members that the program is funded for 1,113 children and at this time 24 slots were not filled. Those programs have 30 days to fill the empty slots. He stated that our program reached its full enrollment goal by the first day of classes and he anticipates that all slots will continue to be filled within the 30 day timeframe in order for the program to maintain full enrollment.

**Preparation for Policy Council Transition:**

Mr. Jenkins invited old Members and newly elected Members to attend the October meeting.

**Business from the Floor:**

No business from the floor.

**Adjourn:**

Motion Made By:

Jeana Luster

Seconded By:

Ashley Lowe

Motion Carried:

Yes

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Chairperson