

Audubon Area Community Services, Inc.
Child and Family Committee

MINUTES

November 5, 2008

Ms. Daisy James called the November 5, 2008 meeting of the AACCS, Inc. Child and Family Committee to order at 12:05 p.m. A quorum was established with the following members present.

Members Present:

Mr. Jerry Manning
Ms. Vicki Tinsley

Ms. Daisy James
Ms. Michele Edelen

Ms. Janie Drury
Ms. Sandra Obilade

Staff Present:

Ms. Carrie Blackham, CCAP/CCR&R Director
Mr. Ronald Logsdon, Executive Director
Mr. Byron Mayes, Chief Financial Officer
Mr. Aubrey Nehring, Head Start Director
Ms. Amy Rafferty, Executive Assistant Administrative

NEW BUSINESS

Ms. James thanked everyone for attending the meeting.

Departmental Financial Reports. Ms. James welcomed Byron Mayes, new Chief Financial Officer, to the agency.

Mr. Mayes distributed the budget reports for September and October. He stated there were no budgetary concerns in any of the programs under the oversight of the Child and Family Committee at this time. He pointed out that the reports he provided also showed *revenues*, which had not been included on the reports given to the Committee in the past. This new format will be used from this point forward, he said.

Ms. Blackham added that she and Maryanne Mountain had straightened out the KWP financial report that was discussed during the last meeting. She pointed out the corrected line for equipment expense and explained that it had been combined with another line, which had caused the large figure that had been in question at the previous meeting.

Child Care Assistance, Child Care R&R, and KentuckyWorks Programs.

Child Care Assistance Program (CCAP). Ms. Blackham distributed a report showing the program's expenditures and numbers/percentages of children and families served in the previous year, July 1, 2007 through June 20, 2008. 8,032 families and 14,116 children received \$22,726,373 in child care subsidy in FY2008. The numbers are very similar to the prior year and pretty much the norm for the program, she said.

Child Care Resource & Referral (CCR&R). Ms. Blackham said the "R&R" staff members have been working on quality assurance, and they will continue to do so thru next year. Their departmental goal is to obtain and maintain a *quality assurance designation* through the Quality Assurance Program of Child Care Aware and the National Association of Child Care Resource and Referral Agencies.

Ms. Blackham added that the program did 544 child care referrals in the last program year (FY2008), which is a huge increase compared to previous years. She is extremely happy with the number and hopes to increase it more next year.

Army Child Care in Your Neighborhood (ACCYN). Ms. Blackham said she is still waiting on the Memorandum of Agreement with NACCRRRA, the National Association of Child Care Resource and Referral Agencies. She and some staff will be traveling to Kansas City later this month to meet with them and she hopes to have an MOA to bring back to Ron for his signature. As mentioned in the Board meeting last month, they have asked Ms. Blackham to increase the number of slots by twenty-five (25), which she doesn't see as being an issue. Ms. Blackham added that she is going to sign up some new programs, a couple of which were visited last month. The purpose is to move the child care programs into national accreditation, and there are several programs already in that process right now.

KentuckyWorks Program (KWP). Ms. Blackham distributed a handout showing the numbers for the *KentuckyWorks* program. The report allows for comparison of the numbers from last quarter to those from the same time last year. Referrals have increased quite a bit, up to 278 in the first quarter this year from 68 in the same quarter last year.

In the Job Readiness Activity (JRA) program, her staff just conducted their first two training sessions. Ten (10) of seventeen (17) JRA participants in those classes finished, which is a very good number. Eight (8) of those ten (10) people had jobs by the time they graduated.

Senior Community Service Employment Program /Title V (SCSEP). Ms. Blackham said the AACS SCSEP program has nine (9) contracted *slots*, but there are eleven (11) people actually in those community service spots right now. The program's biggest struggle, she said, is finding unsubsidized employment for the participants. She asked the Committee members to let her know of anyone interested in hiring seniors.

Head Start/Early Head Start Program

Head Start / Early Head Start / Migrant Head Start 2009 Strategic Work Element. Mr. Nehring distributed copies of the Audubon Area Community Services, Inc. 2009 Strategic Work Plan, with the specific departmental goals attached. He explained that once the 2009 plan is approved by the Board, the Committee will receive updates at every meeting on his and Ms. Blackham's departments' progress on their respective departmental goals. The Head Start Program departmental goal, he noted, is:

To increase the awareness of meaningful learning and developmentally appropriate practices, thus reducing child behavior issues resulting in increased academic progress

This will be achieved through the implementation of several activities, which were outlined in the handout.

Triennial Federal Review. Mr. Nehring informed the committee that the monitoring protocol for the upcoming triennial Federal Review has just been made available; he showed them a copy of it. The protocol identifies every interview question that will be asked. He said he would put together a handout of all questions that will be asked of the Board members, and the Committee will review them at the January meeting. Mr. Nehring added that he doesn't yet know the specific date of the review, but he does know that it will be some time between January and May 2009.

Approval of Policy Council By-Laws. Mr. Nehring explained that when the Head Start Act was passed in December 2007, it included some very specific guidelines applying to the Board and the Policy Council. One of the new requirements is that the Board of Directors now must approve the Policy Council

By-Laws and the method in which Policy Council members are selected, which is already included within the By-Laws.

He distributed the amended Policy Council By-Laws and reviewed the By-laws and most particularly their revisions, which were approved by the By-Laws Committee of the Policy Council during its meeting on the previous day.

Mr. Logsdon suggested changing the wording of Article III, Section 1D, regarding alternate representatives serving in the absence of a parent or community representative, that a parent seat could only be occupied by another parent representative. Mr. Nehring also pointed out that Article III, Section 7, which addresses newly legislated prohibited conflicts of interest, is new and very important. It is going to affect Kathy Wilson, who is the Community Representative for Area 22 and who AACCS/Head Start contracts, so she will no longer be able to serve on the Policy Council. Because of this new section, Area 22 will need a new Community Representative.

After reviewing the complete By-Laws and proposed revisions, Mr. Nehring asked the members for any questions, concerns, or suggestions for any other revisions. There were none.

Mr. Manning made a motion to approve and recommend Board approval of the Policy Council By-Laws, as amended. Ms. Tinsley seconded the motion; motion carried.

Board Reports – Head Start Act. Mr. Nehring distributed a handout showing an excerpt from the actual 2007 Head Start Act. He pointed out the requirement pertaining to the specific types of information that must be provided to the Board and the Policy Council on a regular basis. Most of the information is already being reported, but there are three items that he addressed.

First, he said that he and Mr. Mayes are working on developing a report to show credit card expenditures, a new feature required in the 2007 Act. Mr. Nehring will also be doing a program enrollment report that will include program-wide statistics along with a narrative portion to provide information about the program. Lastly, he will be providing a summary of the monthly USDA report, which shows several key statistics, including the number of meals served and the total reimbursement amount received.

The Learning Villa Child Care Center Update. Mr. Nehring announced that he found out earlier in the morning that the Center's license is finally on its way. The old Helen Sears facility will close the week of Thanksgiving, and the children will be moved to the new facility at The Learning Villa the following Monday, December 1st.

AGENCY/PROGRAM CONCERNS

Child Injury Allegation. Mr. Logsdon said that he wanted to make sure the Committee members were aware of an incident that occurred the previous day with a child whose family resides at The Learning Villa. The child was injured at some unknown time and place and later flown to Louisville for a brain-bleed injury.

The parent is now alleging that the injury occurred while the child was in AACCS Head Start's custody. Although Head Start staff do not agree, AACCS has notified its insurance company and secured the services of a local attorney to protect the agency's interests.

FUTURE COMMITTEE MEETING DATES

January 7, 2009

March 4, 2009

May 6, 2009

July 1, 2009

ADJOURNMENT

There being no further business...

The meeting adjourned at 1:10 p.m.

Ms. Daisy James
Chairperson