

Audubon Area Community Services, Inc.
Child and Family Committee

MINUTES
September 3, 2008

Committee Chairperson Daisy James called the September 3, 2008 meeting of the AACCS, Inc. Child and Family Committee to order at 12:00 p.m. A quorum was established with the following members present.

Members Present:

Mr. Jerry Manning	Ms. Daisy James	Ms. Janie Drury
Ms. Jeanette Manning	Ms. Vicki Tinsley	Ms. Anna Winkler
Ms. Helen Sears	Ms. Sandra Obilade	

Staff Present:

Mr. Ronald Logsdon, Executive Director
Ms. Maryanne Mountain, Fiscal Manager
Mr. Aubrey Nehring, Head Start Director
Ms. Carrie Blackham, CCAP/CCR&R Director
Ms. Amy Rafferty, Executive Assistant Administrative

General and Program Reports

Ms. James welcomed everyone and thanked them for the time and dedication for serving on the Committee and attending the meetings.

Board Orientation/Training Update. A handout containing guidance for Board Members was distributed. Mr. Nehring explained that this was a continuation of the Committee's past discussions about the upcoming FY2009 Federal Review. The Committee went through questions concerning Program Design and Management, specifically program governance and internal controls. Mr. Nehring explained that once the Committee has finished going over all of the topics covered in the series, he would prepare a final document with necessary changes, additions, etc. for the committee members to use as a preparation tool for the upcoming Federal Review.

Mr. Manning asked if the Board members have a responsibility to report to the grantors. Mr. Logsdon said they do not, but they are responsible for ensuring that it is being done by the staff.

Mr. Nehring provided a handout describing the Changes to Governance resulting from the Head Start Reauthorization. He explained that the changes in this document directly affect all Board Members. He called attention to the issue of Board conflicts of interest and informed the members that he had sent out a memo earlier that morning relating to this issue. As he explained, some of the Policy Council members also serve as paid substitutes. Although the Performance Standards allow this, the new regulations will not.

Financial Report. Ms. Mountain distributed the current budget summary sheets; she said that the budget positions looked appropriate for this point in their fiscal years. She also reported that Finance is working on revised financial policies and procedures based on current standards and requirements. Mr. Manning asked why the "supplies" line item in the *KentuckyWorks* program report was already at 138%, especially since the fiscal year for that program just started. Ms. Blackham explained that some items had been coded wrongly and are included on incorrect line items. Ms. Mountain, Ms. Blackham, and Mr. Logsdon all agreed that the report needs some fine-tuning. Ms. Blackham and Ms. Mountain will work on cleaning up the report.

Child Care Assistance Program

Child Care Assistance Program (CCAP). Ms. Blackham explained that their new system software is causing the staff to take more time to process payments to child care providers, but still, they are being processed within the time required by the Cabinet for Health and Families, Division of Child care contract. The state's Office of Information Technology staff are going to try to hook up a DSL line at the AACS Central Office to their Frankfort-based system to speed things up. Mr. Logsdon asked if she had talked to Dennis Hagan, the Director of IT at Audubon, about the problem, and she explained that this is a completely different server from any others in the agency and is maintained by the state.

Child Care Resource & Referral (CCR&R). Ms. Blackham announced that the Green River Provider Appreciation Banquet took place on August 16th. She mentioned the people who spoke, including Senator Boswell as the keynote speaker. There were representatives from all seven counties there, and Ms. Blackham was extremely pleased with how the event turned out.

Ms. Blackham handed out the most recent Early Childhood Training Calendar, which covered July through September. Her R&R staff will be publishing the Calendar for October through December very soon, she said.

Ms. Blackham provided everyone with a DNA collection kit and brochure from The Travelers Protective Association of America. She explained that the kits are for ID purposes and are being handed out to all of the child care providers and child care programs in our areas. Ms. Blackham anticipates collaborating with TPA on more projects in the future.

Army Child Care in Your Neighborhood (ACCYN). Ms. Blackham informed the committee that some of their sites were visited a couple of weeks ago by representatives from the Army Department of Defense and the National Association of Child Care Resource & Referral Agencies out of Washington, D.C. The visits went very well, and they were extremely pleased with the improvements in some of the centers.

KentuckyWorks Program (KWP). Ms. Blackham announced that the AACS Kentucky Works Program has started the Job Readiness component of the program. The new staff were hired in July, and they worked all through July and August developing the 4-week, 30-hour/week, training for CCAP participants. She is extremely impressed with the training that they have developed.

About a month ago, Ms. Blackham said she was contacted by the Division of Family Support in Frankfort. They were very happy with AACS' *KentuckyWorks* Program, but wanted her to reorganize a little bit within The Lakes Region. This region consists of many rural counties, and they don't think that the number of staff that are employed there are actually all needed. They wanted the program to cut back to two (2) staff for seventeen counties. Ms. Blackham submitted a counterproposal to keep five of the current eight-member KWP staff employed there. She will reevaluate in January and may adjust the number of employees at that point, she said.

Senior Community Service Employment Program /Title V (SCSEP). Ms. Blackham explained that this program provides employment services to low-income seniors in a six-county area within the Green River Area. The FY2009 contract for \$111,000 has just been received from CHFS, she said. She has secured an intern from Owensboro Community and Technical College (OCTC) to help with the SCSEP program. Ms. Blackham said that she was extremely pleased with that collaboration with OCTC.

Head Start/Early Head Start Program

Head Start Enrollment Reduction. Mr. Nehring reminded the Committee that AACS had applied for a reduction of 200 slots. However, the agency was only approved to reduce forty (40) slots, effective for this school year. It has, thus, been decided to eliminate two (2) classrooms in Daviess County. Mr. Nehring provided a copy of the official letter stating the decision and a handout showing the amount of savings generated from the reduction as well as a breakout of possible allocations for those savings. Mr. Nehring said they decided to use the funds to provide a 2% COLA (Cost of Living Adjustment) increase for all full and part-time staff, effective October 1, 2008.

Mr. Logsdon asked what the remaining amount of funds would be used for since the 2% increase wouldn't require the total amount of the savings. Mr. Nehring said it would be used to offset some other rising costs, such as gasoline and travel.

Ms. Sears asked how many staff lost their job due to the reduction, and Mr. Nehring said no staff employed by Audubon lost their jobs. Those affected were all employees of Daviess County Schools, and all of them have found jobs within the public schools system.

Mr. Nehring pointed out that the Administration for Children and Families, Head Start approval letter was open-ended; it states that that office is still considering the original request to reduce 200 slots. However, any additional reduction that is approved won't be effective until at least the next school year, he said.

Ms. Drury asked how many children were lost from the Head Start program as a result of the reduction. Mr. Nehring explained that there were none. Head Start simply didn't enroll the reduced number of three-year-olds that would have without the reduction.

Program Information Report (PIR). Mr. Nehring explained what the PIR is. He then distributed the PIR reports for Head Start and Early Head Start. The handout also included the previous year's stats for comparison. He pointed out that AACS Head Start still needs to improve on some performance indicators, such as health services, but the program is doing better and have improved since last year. Mr. Nehring also pointed out that AACS Head Start now has 77% of its staff who have an Associate's Degree or above, which is a higher percentage than in the previous year.

Mr. Logsdon asked why the number of children who dropped out doubled from the previous year. Mr. Nehring said he wasn't really sure why but said that the program's replacement policy is much more strict now than it used to be, which is really having a big impact on the program. Ms. Mountain added that there are many children in the program who migrate, and many of them do it multiple times, so that could also be affecting the percentage.

Plans and Procedures Approval. Mr. Nehring explained that the AACS *Head Start Plans and Procedures Manual* outlines how we operate the Head Start Program. A few copies of the manual were laid out for Committee members to look through; Mr. Nehring explained the layout and the types of information that can be found in the manual. The Policy Council approves these Plans and Procedures every year, he said, but the Board is not necessarily required to do so. However, Mr. Nehring wanted them to see the manual and be aware of the information contained in it. He distributed a handout detailing revisions that were recently made and approved by the Policy Council. Most of the changes were minor revisions, such as position title changes and some formatting clean up. The only major addition is a brand new section on Family Child Care based on a new performance standard. Mr. Nehring asked for Committee approval.

Mr. Manning made a motion to approve the revisions to the AACS Head Start Plans and Procedures Manual. Ms. Tinsley seconded the motion; motion carried.

The Learning Villa Update. Mr. Nehring announced that there will be an open house at The Learning Villa on September 22, 2008 at 11a.m. There will be a tour of the facilities, and all Committee members are invited to attend. He also informed the committee that he didn't expect to have approval to move the children into the new center, which will be named the Helen D. Sears Family Development Center, until probably the end of September or the middle of October, depending on when AACS gets licensing approval.

NHSA Program of Excellence Application. Mr. Nehring advised the Committee that he will be reapplying for renewal of the agency's Head Start *Program of Excellence* award. The application is due to the National Head Start Association December 1, 2008.

COMMITTEE CONCERNS

The Learning Villa. Ms. Tinsley, who represents Audubon on The Learning Villa Board, announced that The Learning Villa's Advisory Board interviews and approves the property's tenants before they

move in. She talked about some of the situations the tenants are being able to get away from with their move into the new facilities, and they are very grateful for The Learning Villa.

FUTURE COMMITTEE MEETING DATES

November 5, 2008

ADJOURNMENT

There being no further business...

The meeting adjourned at 1:05 p.m.

Daisy James
Committee Chairperson