

Audubon Area Community Services, Inc.
Child and Family Committee

MINUTES

July 2, 2008

Daisy James called the July 2nd, 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. Anna Winkler

Ms. Daisy James
Ms. Vicki Tinsley

Ms. Janie Drury
Ms. Michele Edelen

Staff Present:

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

General Reports and Program Oversight

Ms. James welcomed 2008-2009 Policy Council Chair Michele Edelen to the Committee. Ms. Edelen was recently elected as the chairperson-elect of the Head Start Policy Council and will be assuming Ms. Winkler's ex-officio position on the Board in October.

Board Orientation/Training Update. A handout containing governance guidance for AACCS Board Members, along with questions the federal reviewers might well ask on their 2008-2009 Head Start triennial review, was distributed. Mr. Nehring explained that this was put together in response to the Committee's past discussions about the federal review, and the guidance will be periodically updated. The Committee went through the first half of the handout, "fiscal management," and will review the other half in the next Committee meeting.

Financial Report. Mr. Payne distributed the updated budget summary sheets that the members have been receiving in past meetings. He pointed out that many of the programs have year-end dates of June 30th and explained that they are still in the process of closing these programs, so some of the numbers look a bit unusual. The only concerns at this point in time are correcting some entry mistakes and closing those programs who have reached year end. Otherwise, the numbers look good right now, he said.

NEW BUSINESS

Child Care Assistance and Related Family Assistance Programs

Child Care Assistance Program (CCAP).

FY2009 CCAP Contract. The CCAP contract was received three weeks ago, reported Ms. Blackham, with "static funding" for the SFY2009 administrative funding for CCAP in the amount of \$1,379,833, as expected. This amount is still sufficient to operate the program adequately, she said.

Kentucky Integrated Child Care Systems (KICCS). As mentioned in the last Committee meeting, there have been some issues with the timing of payments to the CCAP providers. To alleviate this concern, the Division of Child Care (DCC) has started e-mailing and faxing *some* billing forms to providers in the service delivery areas of Audubon Area and "4-C" in Jefferson County. Upon receipt, the providers are completing the forms and faxing them to our office for immediate processing. Of course, providers in both areas are very organized and now there are several more

who want to be added to that list. It is unclear how DCC will handle this situation since KICCS does not have the capability of emailing or faxing automatically; DCC is doing this manually.

Cabinet for Health and Families Contract Monitoring. B.J. Carpenter from CHFS monitored the CCAP program in June with a stellar report, said Ms. Blackham.

Child Care Resource & Referral (CCR&R).

FY 2009 CCR&R Contract. This program is part of a sub-contract with the University of Kentucky. To date, UK has not received *their* contract from the Cabinet for Health and Family Services, but AACS CCR&R has been instructed to conduct business as usual – including invoicing UK – and expect our contract at the end of July or the beginning of August. The SFY2009 budget is \$284,198; last year it was \$266,865.

Quality Assurance (QA). CCR&R staff is continuing to work on quality assurance – primarily putting AACS programmatic policies and procedures into written form. As part of the QA process, staff receive a referral assessment call to determine where AACS CCR&R child care referrals need improvement. Ms. Blackham reported that Armetta Pittman, the data and referral specialist in Hopkinsville, received her call recently and scored 36 points out of a possible 40. This is an unheard of score for this type of assessment and NACCRRRA used words like “fantastic” and “excellent” in describing these results, said Ms. Blackham. Ms. Blackham stated that she and her department are very proud of Armetta, as most agencies actually fail their first call.

Provider Banquet. The Green River Provider Appreciation Banquet will be on August 16th, from noon until 2:00 p.m. at Owensboro Christian Church. All Committee members should be receiving their invitations in the next few days.

Army Child Care in Your Neighborhood (ACCYN).

Department of Defense/NACCRRRA Program Visit. During the week of August 4th, the National Association of Child Care Resource & Referral Agencies (NACCRRRA) and the Department of Defense (DoD) will conduct a site visit of the two ACCYN projects around Fort Campbell Army Base. Ms. Blackham said that she and her staff were planning a “get together” in Hopkinsville for the NACCRRRA, DoD, ACCYN providers and the Clarksville, Tennessee, groups. The executive director and the Child and family Committee members will all be invited.

Kentucky Works Program (KWP) Updates:

FY2009/FY2010 Contract. The KWP contract was received last week. Surprisingly, it is a *two*-year contract. At the Cabinet’s request, AACS amended its original proposal to include job readiness activities (JRA) in half of AACS’ current *KentuckyWorks* service delivery area, i.e., the Rivers Region, which is composed of the seventeen-county Barren River and Green River area. JRA is a 30-hour-per-week/four-week training program to help the most at-risk clients prepare for employment and transitioning off of K-TAP (Kentucky Transitional Assistance Program), i.e., “welfare” assistance. This proposal was approved and Ms. Blackham stated that her staff expects to conduct several trainings each month and her department will be hiring six trainers for this purpose. The total budget for KWP is now \$2,119,917 for each year; last year’s budget was \$1,725,322, she said.

Senior Community Service Employment Program / Title V (SCSEP):

SFY2009 Contract. The contract for the Senior Community Service Employment Program for FY2009 was received in the amount of \$99,918, reported Ms. Blackham.

SCSEP Staffing. This contract only allows a very small portion of the budget to be utilized for staff expenses – not even enough for a part-time person. Greta McDonough at Owensboro Community and Technical College thinks the program has excellent potential as a clinical for a human services student, so that is the route Ms. Blackham is currently exploring.

Head Start/Early Head Start Program

FY09 Grant Application Update. The FY2009 refunding grant was submitted the day before the meeting, said Mr. Nehring. He distributed a handout showing the key grant items, most of which the Committee had already reviewed and endorsed in its previous meetings. He explained that the 2008-2009 proposal is proposing to change ten (10) slots from center-based to home-based because the change will result in savings as well as correction of an issue that could result in a finding.

Preparing for the New Year. Mr. Nehring distributed copies of the Head Start program's updated Organizational Chart. There are some approved title changes in the Family and Community Services Team, he said. And if the proposed enrollment reduction goes through, he will be reviewing the Local Area Manager (LAM) structure as well.

Enrollment Reduction Update. Mr. Nehring explained that he was required to come up with budget projections for the proposed FY2009 Head Start enrollment reduction. He distributed a handout showing that information. He was trying, he said, to find out where exactly the proposal is in Washington, and he has set July 15th as the deadline for hearing verbal approval of the proposal. If AACS hasn't heard by then, AACS Head Start will have to enroll all children as usual and won't be able to implement the reduction plan fully until next year. The handout also showed the proposed reduction numbers from the selected counties. Henderson County Schools will be the only program cutting 4-year-olds, but these children will continue to be served because of KERA preschool regulations.

OTHER COMMITTEE UPDATES

The Learning Villa Update. The Learning Villa Advisory Board held its first meeting the week prior to this meeting. Vicki Tinsley, a member of the board, gave a report on the meeting. The Learning Villa is ready for move-in, but doesn't yet have a set date for that. There will be a ribbon cutting ceremony in September. Mr. Manning asked where exactly the building is located, and Ms. Tinsley said that it is at the end of 18th Street, where it meets Leitchfield Road, in Owensboro.

Mr. Nehring suggested that we plan to schedule the September Committee meeting at The Learning Villa if the facilities are available, and the committee agreed.

Mr. Logsdon said there would be a nice story about The Learning Villa in the newest edition of *The Curious Journal*, which is set to be released later this afternoon.

FUTURE COMMITTEE MEETING DATES

September 3, 2008

November 5, 2008

ADJOURNMENT

There being no further business...

The meeting adjourned at 1:10 p.m.

Daisy James
Committee Chairperson