

Audubon Area Community Services, Inc.
Child and Family Committee

MINUTES
May 14, 2008

Jerry Manning called the May 14, 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. Anna Winkler

Ms. Daisy James
Dr. Sandra Obilade

Ms. Janie Drury
Ms. Helen Sears

Staff Present:

Mr. Aubrey Nehring, Head Start Director
Ms. Maryanne Mountain, Fiscal Manager
Ms. Sarah Lewis, Head Start Family & Community Team Manager
Ms. Amy Rafferty, Executive Assistant Administrative

General and Program Reports

Board Orientation/Training Update. Mr. Nehring explained that this agenda item will now be appearing on all of the 2008 Board Committee meeting agendas. There was nothing to discuss at this time, but he wanted to make the members aware that they will be seeing this in all future meetings.

Financial Reports. Ms. Mountain distributed the updated budget summaries for programs under the oversight of the Child and Family Committee. After a summary review of the April financials, she explained that there were no major concerns at this point in time and the numbers for all the programs under review look good.

Rescheduling of 2008 Committee Meeting Dates. Mr. Nehring explained that Ms. Blackham was unable to attend the meeting due to her participation in Leadership Kentucky through November 2008. This is going to interfere with the current scheduling of meetings on the *second* Wednesday of each month. She has requested to move the meetings to the *first* Wednesday of each month.

Ms. James asked if it would affect the Committee's receipt of their current financial reports. Ms. Mountain said that there wouldn't be any significant differences because the reports can be generated at any point in time. Mr. Nehring asked if any of the members would have a problem with changing the meeting dates, and none of the members objected. The new schedule was agreed upon, and Ms. Rafferty will send a notice announcing the new dates to all members of the committee.

Family Assistance Department Oversight and Action.

Mrs. Blackham was unable to attend the meeting, but she prepared a handout for the members detailing the updates on all of her programs. This information follows.

Child Care Assistance Program (CCAP).

FY2009 CCAP Budget. A FY2009 CCAP budget with a request for a significant increase was submitted to the Division of Child Care (DCC) in April. Via conference call last week, DCC indicated that all contracts would be funded at the same amount as last year. Although the contract has not been received, \$1,379,833 is expected. These funds will be sufficient to operate the program appropriately during the next program year.

Kentucky Integrated Child Care Systems (KICCS). A new database was instituted on May 1st for case management related to CCAP, replacing the antiquated Kentucky Child Care Management System (KCCMS). There have been some issues with data conversion. The most important issue is that some information is missing from the database for clients with eligibility beginning in April. This is primarily a payment issue, meaning that there are some children that providers will not be reimbursed for immediately. Providers are being reimbursed for all other children. DCC is aware of the problem and is rectifying it.

Cabinet for Health and Families Contact Monitoring. The Cabinet for Health and Family Services will monitor CCAP on May 20th.

Child Care Resource & Referral (CCR&R).

CCR&R FY2009 Budget. The Kentucky Partnership for Early Childhood Services (UK) has instituted a funding formula for determining the contract amounts to be awarded to each of the 15 CCR&Rs across the state, so the CCR&R budgets are expected to change for the next program year. The funding formula is based upon the number of active child care providers (40%), square miles of the service region (30%), number of children receiving subsidy (20%), and the number of children under the age of 13 (10%). Budget amounts will supposedly be announced within two weeks.

CCR&R Quality Assurance. CCR&R staff members are working diligently on the national quality assurance process, meeting bi-weekly to ensure that all requirements are met. Currently we are focusing on programmatic policies and procedures. The program is in the fourth month of a fourteen-month process.

Army Child Care in Your Neighborhood (ACCYN).

ACCYN Potential Funding. The ACCYN project is in the first year of a two-year contract. The Department of Defense called a meeting in Alexandria, VA on very short notice in April. While no specifics were provided at the time, there is every indication that the National Association for Child Care Resource and Referral Agencies (NACCRRA – the funding source for ACCYN) expects ACCYN funding to continue. They also indicated that additional child care related programs will be funded.

ACCYN Monitoring. ACCYN will be monitored by NACCRRA on May 21st, 22nd, and 23rd and a joint meeting between NACCRRA, the Department of Defense, ACCYN and the Clarksville, TN ACCYN program is scheduled for the week of June 23rd.

KentuckyWorks Program (KWP).

KentuckyWorks FY2009 Budget/Contract. Thus far there has been no information regarding the KWP contract for the next program year. At this point in the program year, lack of information is not a concern.

KentuckyWorks Contract Monitoring. KWP will be monitored by CHFS on May 20th.

KentuckyWorksAction Item. Ms. Blackham plans to submit a Job Opportunities for Low-Income Individuals (JOLI) grant proposal. The purpose of the JOLI program is to create jobs to be filled by low-income individuals by providing technical and/or financial assistance to private employers in the community to assist them in creating employment and business opportunities for individuals receiving TANF and other low-income individuals, ultimately assisting these individuals in achieving economic self-sufficiency. This program is very similar to KWP and would be a supplement to the program and a means of diversifying funding KWP streams. The application is currently being written and is due on June 2, 2008. The Committee members had a few questions to asked that Ms. Blackham provide them more information at a later meeting.

Mr. Manning made a motion to approve the request to submit the JOLI grant proposal. Dr. Obilade seconded the motion; motion carried.

Title V, Senior Community Service Employment Program (SCSEP). Due to it's similarity to KWP, the Title V program has been relocated within the agency from the Counseling Services Department to the Family Resources Department directed by Ms. Blackham.

Head Start/Early Head Start Oversight and Action

Region IV Risk Assessment Conference Call. Mr. Manning and Ms. James participated in the April 30th conference call, and each spoke about their experience and stressed the amount of praise that AACS Head Start was given for being “a model for how to run a Head Start program.”

Annual Program Planning Process. Mr. Nehring distributed a handout that illustrated the annual program planning process and explained how to read it. He stressed the importance of all of the Board Committees and the Policy Council in approving several key items to continue moving forward with the process year after year. Mr. Nehring also pointed out the many upcoming items on the agenda needing approval and asked the members to pay special attention to how each piece of information affects the others and how they are all tied together in several different ways.

Head Start Approvals...

A number of items were presented for Committee review and recommendation to the AACS Board for approval...

Community Assessment 2007-2008 Update. Ms. Lewis distributed the “2007-2008 Updated Community Assessment.” She said there were limited changes but pointed out that there were noticeable decreases in the population of most districts. After some discussion about reasons for this decline, Ms. Lewis explained that it hasn't really affected the number of Head Start-eligible children. She pointed out that we are serving a majority of our areas' three and four-year-olds, and if the proposed reduction in enrollment goes through, the Community Assessment will be used to decide where to cut the slots from. Ms. Lewis also discussed the parent survey and informed the members that the data would need to be updated again because all of the surveys haven't been returned yet. Mr. Nehring explained that the Committee would be approving the *receipt* of the 2007-2008 Updated Community Assessment.

Self Assessment Report. Mr. Nehring distributed and discussed the full report. He explained that Head Start did a very thorough self-assessment this year in anticipation for the upcoming triennial

federal review. Mr. Nehring talked about the *strengths* and *findings*. On the Report of Findings, he pointed out that the LAMs had created “Action Plans” in order to reconcile the problems. They will report the status of these plans on a quarterly basis. Mr. Nehring explained that the Committee would be approving the *receipt* of the program’s Self-Assessment Report.

Mr. Nehring also provided the Committee with a handout that he explained to be a “cheat sheet” of the areas that need improvement. He explained that this same report was given to the LAMs and Teams at their previous meeting. They were asked to develop strategies and objectives to address these issues. The results are shown in the following handouts, which address the Strategic Plan, Program Improvement Plan, and Training and Technical Assistance (T/TA) Plan. He explained that these were approved last year but need to be updated.

Strategic Plan Update. Mr. Nehring gave the Committee a handout showing the components of the Head Start Strategic Plan. He discussed the strategies and objectives in the plan as well as the progress that has been made on each strategy. Mr. Nehring said that Ms. Peggy Grant is working on updating the report even further and marking those strategies that have been completed. He informed the committee that they would be approving the Strategic Plan Update.

Program Improvement Plan. The next section of the handout contained the Head Start Program Improvement Plan. Again, Mr. Nehring reviewed the information with the committee members and explained that they would be approving the Program Improvement Plan.

Training and Technical Assistance Plan. The last section of the handout detailed the T/TA Plan. As before, Mr. Nehring reviewed the information with the committee members and explained that they would be approving the T/TA Plan.

Mr. Manning made a motion to approve the 2007-2008 Updated Community Assessment, the Self Assessment Report, the Strategic Plan Update, the Program Improvement Plan, and the Training and Technical Assistance Plan as presented. Ms. Drury seconded the motion; motion carried.

FY09 Head Start Grant Application and Budget and FY09 WKU Delegate Application. Aubrey provided the Committee members with handouts showing line item budget information for the FY2009 Head Start refunding application and Western Kentucky University (WKU) “Delegate” application. The refunding application will be submitted to the Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Atlanta, and the “delegate” proposal will go to Western Kentucky University’s Training and Technical Assistance Services (T/TAS) office in Bowling Green.

Mr. Nehring explained that AACS didn’t receive any additional funds this year and doesn’t expect an increase next year, so AACS Head Start will be “flat funded,” which means that there will only be minimal changes in the budget for FY2009. He also pointed out that this information does not include any changes that would take place if we are granted the reduction in enrollment because it hasn’t happened yet. If/when AACS is given approval for the requested reduction of Head Start slots, he will submit an amended budget, which the Committee would need to approve at a later date. Mr. Nehring gave the Committee another handout showing a summary of the changes that would be occurring on the refunding application, but he pointed out that these are his estimates for now and that the Board will be approving the actual FY2009 budget later.

Mr. Manning made a motion to recommend approval by the Board to submit the FY09 Head Start Grant Application and the FY09 WKU Delegate Application. Ms. Drury seconded the motion; motion carried.

Head Start T/TA Proposal. Mr. Nehring provided the Committee members a handout detailing an FY2008 One-Time T/TA funding that has been made available through the Administration for Children and Families, DHHS. He explained his reasoning for applying for the grant.

Ms. Sears made a motion to approve to recommend Board approval to submit the Head Start T/TA Proposal. Dr. Obilade seconded the motion; motion carried.

Selection Criteria. Ms. Lewis provided the Committee members a copy of the Selection and Eligibility Criteria Policy and explained how to interpret the point system, which has been modified because there were unfair advantages given to some children with the old system. She pointed out that it is a method to ensure that the most needy children are served first.

Mr. Manning made a motion to approve the Selection and Eligibility Criteria Policy. Dr. Obilade seconded the motion; motion carried.

Head Start Innovation Grant. Mr. Nehring distributed a handout describing the one-time grant that AACS Head Start has an opportunity to apply for. He had asked Ms. Ginger Robinson for help in developing a program, and they came up with a great plan and many ideas. However, he explained that AACS wasn't going to be able to submit the grant proposal because it's very competitive and the staff physically can't complete the application requirements in the timeframe allotted. Still, he said, the program will be incorporating many of the ideas in the AACS Head Start's Program Improvement Plan.

In-kind Forms. Ms. Rafferty distributed in-kind forms to all of the Committee members and Ms. Lewis explained their purpose and gave instructions for filling out the sheet. Each member present at every meeting from this point forward will be filling this sheet out and returning it to Ms. Rafferty.

FUTURE COMMITTEE MEETING DATES

July 2, 2008

September 3, 2008

November 5, 2008

ADJOURNMENT

There being no further business...

The meeting adjourned at 1:40 p.m.

Daisy James, Committee Chairperson