

Audubon Area Community Services, Inc.
Child and Family Committee
MINUTES

November 4, 2009

Ms. Daisy James called the September 4, 2009 meeting of the AACCS, Inc. Child and Family Board Committee to order at 12:00 p.m. A quorum was established with the following members present.

Members Present:

Ms. Daisy James
Ms. Samantha Brand

Ms. Janie Drury
Ms. Vicki Tinsley

Dr. Sandra Obilade
Ms. Margaret Bailey

Staff Present:

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

Committee Orientation/Training

Head Start Orientation. Mr. Nehring conducted an orientation of the Head Start Program. The Committee members were provided the same training notebook that was given to all Head Start Policy Council members at their annual Policy Council Orientation/Training Retreat in October. Mr. Nehring briefly reviewed the contents of the notebook and asked the members to look through it at their leisure and let him know if they have any questions or concerns.

Mr. Nehring then showed the Committee a PowerPoint presentation that provided an overview of the program, including such information as services offered, eligibility requirements, statistical information, demographic information, etc. A printout copy of the PowerPoint presentation was included at the end of the training notebook.

Financial Reports — Budget Performance and Purchase Card Reports. Mr. Mayes distributed and reviewed the agency's Purchase Card report and the Budget Performance Reports. The Purchase Card report is cumulative and covered the previous September-to-September 12-month billing cycle. Ms. Drury asked if the agency flies on a particular airline; Mr. Logsdon explained that instead of contracting with one particular airline, the agency shops around to find the best rate for each individual trip.

As Mr. Mayes was reviewing the Budget Performance Reports, he pointed out that most of the Head Start funds are currently in the FY2009 year-end closeout process.

The CCAP and KWP budgets are both on schedule in terms of the percentages used at this point in their respective fiscal years, he said. Ms. Blackham reminded the members that concerns about the KWP Wage Subsidy line have been brought up in the past. She pointed out that the program, now in its third year, is in good shape in terms of expending those funds. Mr. Mayes explained that the ACCYN Program is currently in a change-over process, and Ms. Blackham cautioned that the budget report disseminated isn't an accurate reflection of the program's budget. Mr. Mayes hopes to have this fixed by the next committee meeting.

Ms. Bailey made a motion to acknowledge receipt of the agency Purchase Card report and the Budget Performance Report. Dr. Obilade seconded the motion; motion carried.

NEW BUSINESS

General and Program Reports

Child Care Assistance Program.

Child Care Assistance Program (CCAP). Ms. Blackham distributed the CCAP Quarterly Statistical Report Summary for the period July 1, 2009 to September 30, 2009. In this quarter, the CCAP program served 16,781 children from low-income families. Expenditures of over \$4.4 million to the western Kentucky child care providers were provided.

Army Child Care in Your Neighborhood (ACCYN). The FY2009 contract for the ACCYN Program ended September 30th, but they received a thirty-day extension for the months of October and November. There is a possibility the program might receive yet another thirty-day extension for December. Ms. Blackham said that she hopes to soon get the contract, which would run through September 2010. The new ACCYN contract is expected to be a one-year contract rather than the prior two-year contract because the Department of Defense's national contractor, the National Association of Child Care Resource and Referral Agencies (NACCRRA), the AACS program's funding source, is currently in negotiations with the Army concerning its own contract.

KentuckyWorks Program (KWP). Ms. Blackham distributed the KWP Monthly Reports for August and September 2009. She asked the members to review the reports and let her know if there were any questions or concerns.

Head Start/Early Head Start Program.

Policy Council By-Laws Amendment. Mr. Nehring reminded the members that the Head Start Act of 2007 requires that any changes to the Policy Council By-Laws be approved by the agency Board of Directors. He distributed a copy of the two proposed revisions to the AACS Head Start Policy Council By-Laws. These changes have already been approved by the Policy Council, he said.

The current By-Laws require the termination of a Parent or Community Representative who misses three (3) meetings within Head Start's current October-to-September fiscal year, but there was no such attendance requirement of the Parent Alternates, some of whom had not attended a meeting during the fiscal year until called upon to become a Parent Representative for the last one or two meetings. Because of this problem, the first revision adds that an Alternate Representative will be removed from the Policy Council's roster if he/she misses three consecutive meetings.

The second revision is a clarification that a quorum is determined based on the number of *current* Parent and Community Representatives.

Ms. Tinsley made a motion to approve and recommend full Board approval of the two proposed Policy Council By-Laws Amendments. Ms. Drury seconded the motion; motion carried.

New Head Start Website Overview. Ms. Stacy Royalty presented an overview of the new Head Start website, including the type of information that is available on both the public and password-protected sides of the site. The Committee members were given their login information along with Ms. Royalty's business card should they need to contact her. Any questions or concerns should be directed to her.

The Committee members were also given a flash drive (thumb drive) programmed to automatically open Internet Explorer and pull up the Head Start website.

In order to give the members some experience navigating around the website, Ms. Royalty conducted a “scavenger hunt” wherein she asked them to locate specific information on the site.

FUTURE COMMITTEE MEETING DATES

January 6, 2010

May 5, 2010

September 1, 2010

March 3, 2010

July 7, 2010

November 3, 2010

ADJOURNMENT

There being no further business...

The meeting adjourned at 1:15p.m.

Ms. Daisy James
Committee Chairperson