

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

September 9, 2009

Daisy James called the September 9, 2009 meeting of the AACCS, Inc. Child and Family Board Committee to order at 12:00p.m. A quorum was established with the following members present.

***Members Present:***

Ms. Daisy James  
Ms. Phyllis Church

Ms. Janie Drury  
Ms. Vicki Tinsley

Dr. Sandra Obilade

***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

***General and Program Reports***

***Board Orientation/Training Update.*** As discussed at the previous meeting, Ms. Blackham and Mr. Nehring have begun preparing overviews of their respective programs. Ms. Blackham presented an overview of her department's programs at this meeting, and Mr. Nehring will present an overview of the Head Start program at the November meeting.

Ms. Blackham distributed marketing brochures and summary information for each program under her supervision and direction:

**Child Care Assistance Program.** The Child Care Assistance Program (CCAP) began operating on January 1, 1998 and currently has twenty-nine (29) full-time staff. The program serves low-income families in thirty-four (34) counties in western and central Kentucky, which comprise the Barren River, Green River, Pennyriple and Purchase Area Development Districts. The program's primary goal is to help low-income working families, and its responsibilities to families seeking child care assistance include consumer education, determination of client eligibility, and matching clients to available resources. Additionally, CCAP processes applications and determines program eligibility for in-home child care providers exempt from state licensing requirements, processes provider payments, and maintains the statewide database as it pertains to local activities.

**Child Care Resource and Referral.** The Child Care Resource and Referral (CCR&R) Program began in 1992 under Head Start, but was aligned with CCAP in 1999. The program employs four (4) full-time staff and serves sixteen (16) counties in western Kentucky, which comprise the Green River and Pennyriple Area Development Districts. "CCR&R" serves child care providers, families seeking child care, and state and local stakeholders. The program provides referrals to families seeking child care services and maintains a uniform database of all licensed and certified child care providers in the region. Providers and potential child care providers have access to resources related to starting a child care facility, assistance with licensing and certification requirements and quality improvement. CCR&R also provides numerous training opportunities for the professional development of child care providers.

**Army Child Care in Your Neighborhood.** The Army Child Care in Your Neighborhood (ACCYN) Program began in 2005 and employs two (2) full-time staff to serve child care providers serving military families and military families seeking child care in Christian County. The purpose of the program is to establish the infrastructure needed to provide affordable quality child care to military families in civilian communities, specifically around Fort Campbell, Kentucky. The program works with a selected group of child care providers and provides intensive technical assistance and resources to enable them to attain national accreditation. Additionally, ACCYN provides child care referral services and enrollment in the fee assistance services available to military families.

**KentuckyWorks.** The Kentucky Works Program (KWP) began July 1, 2007. It employs twenty-five (25) full-time staff and serves low-income families currently receiving Temporary Assistance for needy Families (TANF)/K-TAP (Kentucky Temporary Assistance Program) funds. KWP serves thirty-four (34) counties in western and central Kentucky, which comprise the Barren River, Green River, Pennyriple and Purchase Area Development Districts. The purpose of the program is to provide the work experiences and support necessary to reduce reliance upon public funds and encourage families to become self-sufficient through employment. The Job Readiness Training Program, a new component of KWP, is a month-long training program that teaches basic skills to overcome barriers to employment. The goal is for these training participants to be employed by the end of the month.

**Senior Community Service Employment Program.** The Senior Community Service Employment Program (SCSEP/Title V) utilizes one part-time consultant and one part-time intern to serve low-income seniors 55 and older in Daviess, Ohio, Hancock, Henderson, Union, and Webster counties. The purpose of the program is to provide low-income Kentuckians, age 55+, with opportunities for earned income through the development of job skills and experience.

**Update on Strategic Objectives.** Terry Green, Child Development and Health Team Manager, submitted a report detailing the steps that have been taken to reach the Head Start/Early Childhood Strategic Goal.

**Financial Report.** Mr. Mayes distributed and reviewed the agency's credit card report and the Budget Performance Reports. He is trying to find a more detailed and user-friendly report format to show credit card purchasing information. Mr. Mayes is currently working on the Audit as well as several year-end closeouts and the additional American Recovery and Reinvestment Act of 2009 (ARRA) funding that some programs are receiving.

## ***NEW BUSINESS***

**Family Assistance Department.** Ms. Blackham presented relevant current reports on her programs' operations that were not already covered in her Committee orientation segment:

**Army Child Care in Your Neighborhood (ACCYN).** The fiscal year for the ACCYN program is October 1<sup>st</sup> – September 30<sup>th</sup>. Ms. Blackham said she needs to submit a grant proposal to fund the program for an additional two years.

*Ms. Tinsley made a motion to approve the submission of the Army Child Care in Your Neighborhood two-year funding grant proposal. Ms. Drury seconded the motion; motion carried.*

**Kentucky Works Program (KWP).** Ms. Blackham distributed and reviewed the KWP Monthly Report for July. She reminded the members that the report was brand new this month. She will disseminate this report in future meetings and plans to expand it to her other programs. The members said they were all extremely pleased with the presentation of the data in the report.

**Senior Community Service Employment Program /Title V (SCSEP).** Ms. Blackham said that she had received the FY2010 SCSEP contract, including ARRA “stimulus” funds for the program. The AACS SCSEP program will now have fifteen (15) enrollees.

**Head Start/Early Head Start Program.** Ms. Nehring advised the Committee of current issues and status within his programs’ operations:

**Proposed Personnel Policy Revisions (Sections 13.7 & 13.8).** Mr. Nehring distributed a draft of the proposed revisions to Section 13.7 and Section 13.8 of the agency’s Personnel Policies and Procedures. This will be presented to the Administrative Support Committee that will actually recommend Board approval, but Mr. Nehring wanted to present it to this Committee because it concerns a chapter of the Personnel Manual that is *Head Start only*.

**Section 13.7.** The new Head Start Act states that by October 1, 2011, the minimum requirement for a Head Start teacher will be an associate degree, so he is proposing to revise Section 13.7 in order to meet that requirement. This means that a CDA will no longer be acceptable for a teacher in Head Start after October 1, 2011.

**Section 13.8.** Section 13.8 applies to grants for college tuition and books. The proposed revisions will tighten some of the requirements and clarify some ambiguous statements. This information will be further reviewed by the Administrative & Support Committee.

**ARRA COLA/Quality Increases.** Mr. Nehring distributed the ARRA/COLA Quality Budget Summary report and the break-out of how we are proposing to expend the funds. In the interest of time, he encouraged the Committee members to look over the reports and contact him with any questions or concerns.

**ARRA Head Start/Early Head Start and Migrant Head Start Expansions.** Mr. Nehring informed the Committee that he had received word from The Office of Head Start in Atlanta, Georgia, that AACS has been approved for the *full* Head Start expansion of eighty-one (81) slots; and the Migrant expansion of twenty-eight (28) slots that AACS applied for was also approved. AACS has also been fully awarded its requested Early Head Start expansion proposal for one hundred seventy-two (172) slots, which will more than double the current Early Head Start enrollment. He distributed summaries of the expansion proposals, which showed in specific detail where the expansions will occur.

*Mr. Nehring said that he would provide exact award figures at the next Board meeting.*

**I CAN Training.** The I CAN Training is a training in health literacy for parents. AACS Head Start is sending a team to Atlanta, Georgia, in October who will then facilitate training at the Christian County Head Start Center in Hopkinsville.

**UK Dental Project.** AACS Head Start is participating in a new UK Dental Outreach Project in which certain dental services will be provided on-site for all of the children. Mr. Nehring encouraged the members to look over the handouts describing the project. He will provide more information at a later date, he said.

**Reggio Emilia Expansions.** Terry Green, the Child Development and Health Team Manager, submitted a Reggio Emilia Project Summary and Update. In the interest of time, Mr. Nehring asked the Committee to read over the summary and contact him or Terry Green with any questions or concerns.

**Panel Report – Program of Excellence.** Mr. Nehring reminded the Committee that we were awarded the NHA *Program of Excellence* and distributed the follow-up Panel Report, which basically

summarizes the information collected from our application and the site-visit. The report lists strengths as well as areas we will need to address if we plan to apply again in three years. Mr. Nehring said the report was extremely positive overall.

***Child Outcome Reports (Creative Curriculum)***. Mr. Nehring distributed the Child Outcome Reports from Creative Curriculum and explained how to read the reports in order to see the children's progress over the past year. These were disseminated to the Policy Council as well. In the interest of time, Mr. Nehring asked the members to review the reports and contact him or Terry Green with any questions or concerns.

### ***COMMITTEE CONCERNS***

There were no committee concerns at this time.

### ***FUTURE COMMITTEE MEETING DATES***

The Committee's next meeting will be November 4, 2009, in Head Start's second floor conference room at the 1700 West Fifth Street, Owensboro, Central Office.

### ***ADJOURNMENT***

There being no further business...

*The meeting adjourned at 1:30p.m.*

Ms. Daisy James  
Committee Chair