

**Audubon Area Community Services, Inc.**  
***Child and Family Committee***  
**MINUTES**  
January 7, 2009

Daisy James called the January 7, 2009 meeting of the AACCS, Inc. Child and Family Committee to order at 12:00p.m. A quorum was established with the following members present.

***Members Present:***

Ms. Helen Sears	Ms. Daisy James	Ms. Janie Drury
Ms. Vicki Tinsley	Ms. Sandra Obilade	

***Staff Present:***

Mr. Byron Mayes, Chief Financial Officer  
Mr. Aubrey Nehring, Head Start Director  
Ms. Carrie Blackham, CCAP/CCR&R Director  
Ms. Terry Green, Head Start Child Development & Health Team Manager  
Ms. Amy Rafferty, Executive Assistant Administrative

***GENERAL REPORTS AND STRATEGIC OBJECTIVES***

***Board Orientation/Training Update.*** To this point, reported Mr. Nehring, the questions for the upcoming Federal Review that the Committee had been discussing were based on the “old” Protocol. He said that he has now organized the questions in accordance with the *new* triennial review Protocol, and he has done so by individual staff position, Board and Policy Council members’ questions.

Mr. Nehring distributed and discussed the Review Guide for the Office of Head Start Monitoring Protocol for members of the Committee/Board of Directors. He said that he still hadn’t been notified of the Review date, but Mr. Nehring is anticipating it to be some time in March 2009.

***Update on Strategic Objectives.*** Each AACCS department has adopted an overarching 2009 strategic goal to pursue in conjunction with the agency-wide strategic objectives for 2009. The AACCS Board of Directors approved the agency/departmental strategic objectives at its December 2008 Annual Meeting.

**Head Start.** Mr. Nehring distributed the Audubon Area Community Services, Inc. **2009 Strategic Work Plan.** Ms. Green explained that the Head Start/Early Childhood goal was chosen based on what would have the biggest anticipated impact. She talked about “intentional” versus “direct” teaching and learning, and she said the hope is that 2009’s strategic approach will help the children progress more steadily and smoothly.

**Family Assistance Services.** Ms. Blackham explained that her department’s goal focuses on the Child Care Resource and Referral (CCR&R) program. That program within her department doesn’t currently have formal written policies and procedures, but it will have once the 2009 strategic goal for her department is reached.

***Financial Report.*** Mr. Nehring reminded the members of the Head Start Act’s new requirement that they receive *monthly* information regarding agency credit card activity. He explained that Mr. Mayes can and will provide a standard report of monthly credit card usage information for the prior twelve months.

Mr. Mayes distributed a handout containing the credit card usage report. He explained how to read the new credit card report and asked the members if it was an acceptable report concerning credit card

activity. Ms. James thought it looked okay but she suggested some “fine tuning.” Ms. Tinsley asked if it would be possible to provide a summary of the items included in the “other” column because there are some large amounts listed there. Mr. Mayes said that would be possible. Mr. Mayes also provided the Committee members their respective departmental budget reports for November and December 2008 and briefly reviewed them for the members.

## ***PROGRAMS OVERSIGHT AND NEW BUSINESS***

***Family Assistance Services.*** Ms. Blackham presented the programs and services that operate under her newly names Family Assistance Services Department:

***Child Care Assistance Program (CCAP).*** The CCAP December statistical report for the Green River counties was distributed to Committee members. Ms. Blackham singled out the CCAP caseload numbers for Daviess County and the expenditure amounts. She then offered to go over the statistical report for any of the thirty-four counties AACS CCAP serves for any member interested in looking at them. At this time, though, she said that she did not have a current summary report for the entire “Audubon” region.

Ms. Blackham reported that the CCAP Request for Proposal (RFP) was released on January 6<sup>th</sup> and proposals are due for submission on February 4<sup>th</sup>. Ms. Blackham made a request that the Committee approve the application and submission of the funding proposal, which she reviewed in summary form.

*Ms. Tinsley moved to approve AACS’ CCAP “RFP” proposal. Ms. Drury seconded the motion; motion carried.*

***Child Care Resource & Referral (CCR&R).*** As mentioned at the last Committee meeting and earlier this meeting, Ms. Blackham said that the AACS Family Assistance Department’s primary goal for the upcoming year was to work towards quality assurance of the Child Care Resource and Referral program. There is a national accreditation signifying that the CCR&R program provides services in accordance with the standards of the National Association of Child Care Resource and Referral Agencies. A copy of the application form, which indicates the start of that process, was distributed. AACS will be seeking that accreditation.

***Army Child Care in Your Neighborhood (ACCYN).*** The Army Child Care in Your Neighborhood project was monitored at the end of November. Ms. Blackham distributed a report showing the results of that monitoring. The AACS program did very well on the Department of Defense/NACCRRRA (National Association of Child Care Resource and Referral Agencies) monitoring. There were only two items cited to note to the Committee, and both of those have already been taken care of, she said.

First, item 3 on page 5 of 8 regarding documentation, shows the element as only “partially met.” This item requires the provider quality improvement plans to be signed by *both* the outreach specialist and each provider. The reason the forms were not signed, she said, was that just the week before the monitoring visit, *new forms* were developed and it seemed prudent to have the funders approve the process before the providers signed them. Basically, the outreach specialist did not want to have to re-do the forms and have the providers sign another version of the same form.

The second item, item 8 on page 6 of 8, was very similar. The providers are required to sign a Memorandum of Agreement (MoA) with the program. The MoA’s were developed, but not yet signed, because the agency did not have a fully executed contract with the funders yet. Both of these items have now been taken care of and the monitoring results were overall very positive.

**Kentucky Works Program (KWP).** November's summary report for the KWP program was distributed to the Committee members. Ms. Blackham pointed out that just over half of the JRA (Job Readiness Activity) participants actually complete the month-long training. Forty-two (42) of the seventy-nine (79) people who started out in the JRA program have completed it, she said. A higher success rate is desirable, but considering the fact that there was no JRA training offered at all last year, 53% is a move in the right direction!

Ms. Blackham also pointed out that 818 KWP participants retained unsubsidized employment for a period of at least six months. Four hundred three (403) of these maintained employment for one year.

The Wage Subsidy portion of the program is also doing well. So far this year, 104 participants were placed in the wage subsidy component of the program, giving clients the opportunity for on-the-job training. Because of this type of training, one of the Wage Subsidy participants left his placement and is now employed out-of-state as an electrician contracted to work on state and federal jobs. He has reported earnings in excess of \$20,000 over a five month period, she reported.

**Senior Community Service Employment Program /Title V (SCSEP).** The nine (9) Title V "slots" are currently filled, reported Ms. Blackham, and the program is serving its purpose. The Owensboro Community College intern will be leaving next week and the plan is, if the Corporation for National Service will approve, to replace the intern with an AmeriCorps\*VISTA volunteer.

Ms. Blackham then asked the Committee to approve the submission of a concept paper for a VISTA volunteer to work in the Title V program.

*Ms. Tinsley made a motion to approve the concept paper for a VISTA volunteer to work in the Title V program. Ms. Drury seconded the motion; motion carried.*

**Head Start/Early Head Start Program.** Mr. Nehring presented the programs and services that operate under his department:

**Approval of Application for One-Time Supplement – Reggio Emilia.** Mr. Nehring explained that we can apply for a one-time supplement that would cover some of the cost of the upcoming trip to Italy, which has been discussed at previous meetings. He reminded the Committee that he does not intend to spend any Head Start grant money on the trip, and this application, which he distributed copies of, is asking the Administration for Children and Families (ACF) Regional Office to pay for the tuition cost of three (3) people, which totals \$9,360.

*Ms. Drury made a motion to approve the ACF Regional Office tuition funding request for a one-time supplement to help cover the costs of the Reggio Emilia trip in May 2009. Ms. Obilade seconded the motion; motion carried.*

**Head Start Enrollment Reduction.** Mr. Nehring announced that AACS, Inc. had received approval for the reduction of an additional forty-six (46) slots. But AACS Head Start won't be implementing the reduction until next year, he said, because the approval came in the middle of the school year. Mr. Nehring distributed a copy of the ACF approval letter and factors to be considered for implementation.

**State of Audubon Area Head Start.** Mr. Nehring distributed copies of a letter he had sent out to all AACS Head Start staff concerning the current state of Head Start program and the challenges to be faced in 2009.

**Head Start Monthly Report.** Mr. Nehring advised the Committee of how the agency was responding to another requirement of the December 2007 Head Start Reauthorization law. He distributed a copy of the program's monthly report as will be printed in *The Curious Journal* each month and posted both on the agency's public website — [www.audubon-area.com](http://www.audubon-area.com) — and the program's staff-focused website. From this point forward, this report will be included in every copy of *The Curious Journal*, which is distributed to all Board and Policy Council members every month, will contain the Head Start report in the format he presented the Committee.

### ***COMMITTEE CONCERNS***

There were no Committee concerns at this time.

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

**Change Committee Meeting Dates?** Mr. Nehring advised the Committee that it had previously met on for a number of years on the second Wednesday of the month. However, that meeting time was changed last year to the first Wednesday of the month while Ms. Blackham was participating in Leadership Kentucky. She has now completed that, and Mr. Nehring asked the members if they wanted to switch the meetings back to the second Wednesday of the month.

In the interest of time, that meeting date issue was deferred until the next meeting. In the meantime, the anticipated dates for the next three Committee meetings are:

March 4, 2009

May 6, 2009

July 1, 2009

### ***ADJOURNMENT***

There being no further business...

*The meeting adjourned at 1:15 p.m.*

Daisy James,  
Committee Chair