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

May 14, 2009

Ms. Daisy James called the May 14, 2009 meeting of the AACS, 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. Margaret Bailey	Ms. Janie Drury	Dr. Sandra Obilade
	Ms. Daisy James	

Staff Present:

Ms. Carrie Blackham, CCAP/CCR&R Director
Mr. Ronald Logsdon, Executive Director
Mr. Aubrey Nehring, Head Start Director
Ms. Amy Rafferty, Executive Assistant Administrative

GENERAL & PROGRAM REPORTS

Head Start 2009 Strategic Objectives. Mr. Nehring distributed an update on the steps being taken to reach the Head Start/Early Childhood Strategic Goal. In the interest of time, he asked the members to read over the handout at their leisure and contact him with any questions or concerns. He pointed out that Infant and Child Psychiatric Professor Dr. Otto Kaak will be a special speaker on July 7th. He will present on building relationships and its importance. Mr. Nehring welcomed anyone interested to attend.

Financial Reports. The CFO was unable to attend this meeting to present the Budget Performance Report. Any member wishing to obtain this report may do so by contacting Mr. Mayes.

Credit Card Report. The members were given the credit card report showing the activity from January thru April for the entire agency. Ms. James pointed out that the reviewers conducting their group interview during the recent Federal Review seemed very impressed with this report.

NEW BUSINESS & COMMITTEE OVERSIGHT

Family Assistance Services.

Child Care Assistance Program (CCAP). The AACS CCAP program has received the Letter of Intent for the 2009-2010 contract, which will be the same amount of funding as the current year. The program was monitored on the previous Tuesday, and it went well. Ms. Blackham said that she believes there will be no findings.

Child Care Resource & Referral (CCR&R). Ms. Blackham distributed the 2009-2010 R&R program budget, totaling $256,123, and asked for the Committee's approval. This budget is about $30,000 less than the budget for the current year.

Ms. Bailey made a motion to approve and recommend full Board approval of the 2009-2010 budget for the CCR&R Program. Ms. Drury seconded the motion; motion carried.

***Quality Assurance Policies* — Family Assistance 2009 Strategic Objectives.** Ms. Blackham reminded the Committee that the agency and her department were applying for "Quality Assurance" rating, which is part of their Strategic Objective. Part of the process involves writing program policies, which she will review a few at a time during upcoming meetings. She distributed a packet containing some program policies that are already in use and reviewed each with the members. She explained that these particular policies aren't brand new, but they just haven't been in writing until now.

In order to be approved for Quality Assurance, the policies must be approved by either the full Board *or* an "advisory council." After some discussion, it was decided that this Committee's approval will be sufficient and there will be no reason to bring this before the full Board.

> *Dr. Obilade made a motion to accept the written program policies as presented. Ms. Bailey seconded the motion; motion carried.*

CCR&R Monitoring. Ms. Blackham said that she had received the CCR&R monitoring results, and they were flawless.

Army Child Care in Your Neighborhood (ACCYN). The National Association of Child Care Resource and Referral Agencies (NACCRRA) will be visiting the AACS "R&R" program the first week of June. They do this every time there is a new NACCRRA program manager, she said. The Department of Defense will also be visiting on June 17th to ensure the AACS' Army child care (ACCYN) program is making appropriate progress toward its national accreditation.

KentuckyWorks *Program (KWP).* The KWP program was monitored on the previous Tuesday, and that went well. Ms. Blackham said that she doesn't expect any findings.

There has been a significant increase in referrals, as each month's referrals are higher than in the prior months. One thing they have noticed is that 10% of all referrals have criminal histories, which presents a challenge for the program.

KWP Wage Subsidy contracts have increased 15% over the past month, she said.

Senior Community Service Employment Program /Title V (SCSEP). Ms. Blackham said that the SCSEP program received about $61,000 in "stimulus" funds, providing six (6) more senior employment slots. This program is for persons 55 and over — low-income people — and it is also a work-*training* program.

Head Start/Early Head Start.

FY10 Head Start Refunding Application. The FY2010 Head Start refunding application must be submitted by June 30th. Mr. Nehring distributed the refunding applications summary and reviewed it with the Committee. He explained that more information will follow at the June Board meeting.

At this point, he is requesting Committee/Board approval of the basic funding amounts. The Board will then be presented a more detailed breakout of the funding amounts for approval in June.

> Ms. Drury made a motion to recommend Board approval for the submission of the FY2010 Head Start/Early Head Start refunding application for the amounts provided by Mr. Nehring, with details to be presented at the full Board meeting in June. Ms. Bailey seconded the motion; motion carried.

FY09-10 Head Start, Early Head Start, Migrant Head Start Expansion Proposals. Mr. Nehring explained that the expansion under the "stimulus" money is competitive dollars. The RFP's came out this

week, and Mr. Nehring distributed a packet containing summary pages from the two main expansion grant applications, Head Start and Early Head Start. He announced plans to submit for some slots in Head Start, Early Head Start, and Migrant Head Start.

AACS won't actually submit an application for the Migrant program, because this will be done through AACS' Migrant Head Start grantee partner in Lexington. AACS Head Start will simply provide them with needed information.

Therefore, the Board will only be approving the Head Start and Early Head Start expansion proposals. The Head Start expansion proposal is due June 23rd, and the Early Head Start expansion proposal is due July 9th. Mr. Nehring assured the Committee that a more detailed summary of the numbers involved in the proposals will be submitted to the full Board for approval in June.

> *Ms. Drury made a motion to recommend Board approval for the submission of the FY2009-2010 Head Start and Early Head Start expansion proposals. Dr. Obilade seconded the motion; motion carried.*

2009-2010 Selection and Eligibility Criteria. The December 2007 Head Start Act requires that both the Board and the Policy Council approve the Selection and Eligibility Criteria used for Head Start each year. This is basically a point system used to identify and ensure that we are serving the most needy children and children with special needs. The Policy Council approved the policy at its previous meeting. Mr. Nehring distributed and reviewed the policy with highlighted changes for the 2009-2010 year.

> *Ms. Bailey made a motion to recommend Board approval of the 2009-2010 Selection and Eligibility Criteria. Ms. Drury seconded the motion; motion carried.*

Federal Review. Mr. Nehring said that AACS would be getting a written report from the Federal Review in probably 60-90 days. Mr. Nehring explained the debriefing process and the process at the federal level to determine whether findings will actually be deemed issues of *non*compliance. He was pleased overall with the debriefing he received at the end of the review. All programmatic findings were corrected on-site, so Mr. Nehring is confident that our final report will not show any programmatic findings of noncompliance. The two other findings were in finance and human resources, and he explained those to the committee.

COLA/Quality "ARRA" Supplemental Applications (HS, EHS, Migrant, WKU). The Board approved the submission of these ARRA ("stimulus") applications at its previous (April 2009) meeting. Mr. Nehring provided a handout showing the Applications Summary with the amounts already approved. He pointed out that the Head Start budget through 2010 increased by $1.6 million, most of which was one-time supplemental funds, with the exception of the permanent 3.01% COLA increase. He encouraged the Committee to read through the summary and bring any questions or concerns to his attention.

NHSA Program of Excellence Award. AACS was presented with the NHSA *Program of Excellence* Award during an awards breakfast ceremony at the NHSA Conference on April 29th. Several staff and all but one of the Policy Council Officers were present to receive the award. Due to the move to the new office building, Mr. Nehring didn't have the actual award to show the Committee, but it will be on display in the Board Room trophy case very soon.

COMMITTEE CONCERNS

There were no committee concerns at this time.

FUTURE COMMITTEE MEETING DATES

July 1, 2009 September 2, 2009 November 4, 2009

ADJOURNMENT

There being no further business…

The meeting adjourned at 1:45p.m.

Ms. Daisy B. James
Committee Chairperson