

**Audubon Area Community Services, Inc.**  
**Board of Directors**  
***MINUTES***  
April 20, 2010

The meeting of the AACCS, Inc. Board of Directors was held at 5:55 p.m. on Tuesday, April 20, 2010, at the Audubon Area Community Services, Inc. Board Room. Following dinner, AACCS, Inc. Board Chairman Reid Haire called the meeting to order and welcomed the Board and staff.

***Members present:***

Rev. David Combs	Ms. Joanne Kendall	Mr. Thomas Platt
<b>Ms. Janie Drury</b>	Mr. Paul Lashbrooke	<b>Ms. Betty Rucker</b>
<i>Mr. Keith Free</i>	<b>Mr. Jerry Manning</b>	<b>Mr. M. Douglas Smith</b>
<b>Judge Reid Haire</b>	Ms. Debbie McClanahan*	Ms. Allison Stull
<b>Mr. Marshal Hatfield</b>	Mr. Herb McKee**	Ms. Vicki Tinsley
<b>Ms. Daisy James</b>	<i>Mr. Jesse Mountjoy</i>	Ms. Charlotte Vandgrift

Key: **Bold** = Officer/Executive Committee Member    *Italics* = Ex-Officio Member  
\*Alternate – Member not present                                    \*\*New Board Member

***Alternates Present with their Members (3):***

Ms. Jeanette Manning	Dr. Sandra Obilade	Mr. Hugh Smith
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***Staff Present:***

Ms. Carrie Blackham, CCAP Director	Ms. Denise Marcum, Executive Assistant
Ms. Cheryl Gatton, HR Director	Ms. Robyn Mattingly, SSC Director
Mr. Dennis Hagan, IT Director	Mr. Byron Mayes, CFO
Mr. Dan Lanham, GRITS Director	Mr. Aubrey Nehring, Head Start Director
Mr. Ronald Logsdon, CEO	Ms. Cathy Spires, Counseling Services Director

***Guest Present:***

Ms. Alita Wilson-Smith

**CONSENT AGENDA**

Judge Haire welcomed everyone and introduced new Board member, Mr. Herb McKee. Mr. Logsdon pointed out that everything under the Consent Agenda was included in the mailed out April Board Booklet except for the Management Letter, which was received earlier in the day.

*Rev. Manning made a motion to accept the February 16, 2010 Board Meeting minutes, February 16, 2010 Audit Review Committee minutes, February/March 2010 Financial Statement, March 2009-2010 Purchase Card summary. Mr. Smith seconded the motion. Motion approved.*

**Audit Submission Documentation – Federal Audit Center (FAC).** Mr. Mayes stated the FY2009 audit had gone much better than the FY2008 audit. The primary reason for that was, he said, because of the auditors working in-house. An Audit Room has now been prepared within AACCS’ Central Office for the auditors. The matter of bank reconciliations was again brought up in the FY2009 audit, primarily because of the timing of the audit year, as the matter has since been resolved. In the prior audit, several of the bank reconciliations were not performed on a timely basis. The Head Start “Triennial Review” picked up that matter also. In subsequent months, Judith Dean, ACF representative/ reviewer, was able to close that

matter based on the information she obtained from the agency on her field visit verifications. Mr. Mayes said his department is still working aggressively on the matter of the reconciliations. Mr. Mayes also said he was looking at a lot of the reconciliations that have been completed this year from July 2009 through February 2010 and he was reviewing those and working with Fiscal Manager Maryanne Mountain and Fiscal Specialist Brian Schneider.

He and his staff are also working to determine ways to improve the process to make it more user-friendly for the auditors, he said. Mr. Mayes stated he wants to get the reconciliations, the cash, and the other major accounts in a fashion to where any third-party user/reviewer can come in and see the backup that supports the numbers and be able to have those at their fingertips. This is what has been reported to the Audit Committee and the Administrative Support Committee. Mr. Mayes reminded the Board they had been made aware of other improvement measures that have already implemented—for example, the monthly closing process which incorporates a reconciliation process. That was a tremendous step forward improving AACS' financials, he said.

With respect to bank reconciliations, the third party relation with another bank had been eliminated in July 2009 because it was, basically, only relaying information back and forth in a different format. The exchange was very time consuming and it took several weeks under that process to get the reconciliations lined out. Mr. Mayes said that he was happy with the direction that the agency was moving, and it is now closer to where it needs to be.

There was a brief note of the ACF inquiry as to how Head Start's year-end (September 30, 2010) numbers and the agency year-end (June 30, 2010) numbers reconciled. The simple answer is that they don't reconcile due to the different year ends. Head Start closes its administrative year in September, so there's an additional three-month un-audited period in its fiscal year after the agency-wide annual audit closes. This inquiry comes every year, as does the stated response, said Mr. Mayes.

Mr. Mayes noted that he was always looking for ways to improve the financial processes. Mr. Mayes also noted his staff is fully supportive of his vision and were working on ways to improve communication with the agency's department directors; there have been some issues along that line in the past. The FY2010 annual closing is soon coming up and he said that he wanted to make sure everyone was on the same page and the agency was better prepared for the FY2010 audit.

## NEW BUSINESS

**Administrative Support Committee.** Mr. Logsdon pointed out the Administrative Support Committee had reviewed several items and that there was a lot of explanation in their April 6<sup>th</sup> meeting minutes about each of them.

**Group Insurance “Wellness Program, Section 4.2(6).** Judge Haire pointed out that the wellness program provides employees a reimbursement of up to \$33 a month for participation in a wellness plan. Proof of participation must be submitted with employees' timesheets the following month. Participation must *average* at least two times per week, per month. Judge Haire stated he was wondering if the Board would entertain an amendment to that and instead of two times per week per month, to have it eight times per month. The reason being is if an employee were on vacation and out of town on business for a week then they may go two times every other week and not be prevented getting reimbursed for that month. Judge Haire asked if there was a reason for two times per week versus eight times per month.

Ms. Gatton said no, not necessarily. But one of the arguments opposed to that eight times per month was that one could go five times in one week and that would nearly “cover” the employee for the entire month. So the *average* of twice a week was actually intended to encourage *at least* twice a

week for the month while accommodating the same end as the chairman proposes. Judge Haire asked if an employee has to show proof of going eight times. Ms. Gattton said yes, but that their “proof” only has to document an *average* of two times per week over the run of a month, not two times each week.

Mr. Nehring added that what was being proposed was being done because the previous policy read *twice a week*. And if someone could not make it or they were out of town, then the employee had no documentation for exactly **two** times *per week* then they would not be eligible for the \$33 subsidy. By putting the word “average” in the policy shows how that was corrected.

**Weatherization Positions.** Mr. Logsdon said AACS’ ARRA-funded (American Recovery and Reinvestment Act of 2009) Weatherization Assistance Program was laboring under production requirements from Kentucky Housing Corporation and the U.S. Department of Energy. AACS contractors were doing a really good job, but could not keep pace with ever-increasing production quotas. So he felt the need to add an in-house crew. The Human Resources and Housing Assistance departments have to come up with two position descriptions, Crew Leader/Technician and Technician Assistant, and a grading on the Hourly wage scale, Grade 10 and Grade 8, respectively, in order to implement the hiring and placement of a new Weatherization crew to supplement agency contractors’ efforts.

**Personnel Manual Revision: Section 5.1, “Holidays”.** Judge Haire said that Good Friday was *not* a federal holiday. He inquired about the proposal to make Good Friday a full day holiday. Mr. Logsdon said that Good Friday was and had long been a half-day holiday at AACS, but it’s always been somewhat of a problem. So the Senior Staff had decided to propose a change. There was a discussion at a recent Senior Staff meeting to try to figure out some way to resolve that. It’s easier to give something to employees than take it away, he said. It was also decided that there is a long period of time between January 1<sup>st</sup> and the Memorial Day holiday in May, so the staff recommendation was to make Good Friday a full day holiday.

**ACF/DHHS COLA Grant Award (Head Start), FY2010.** Mr. Nehring reminded the Board that AACS’ Head Start had received ARRA “stimulus” funding that required a 1.84% cost-of-living adjustment (COLA) be provided to Head Start employees for the year that would have ended on June 30 of this year. Congress has since appropriated enough funds to make that 1.84% COLA permanent. This grant award will provide a permanent continuation of that COLA as of July 1, 2010 this year, he said.

**AACS Senior Service Corps RSVP Request to OMHS.** The AACS Senior Service Corps had requested a \$1,000 grant from the Owensboro Medical Health Systems (OMHS) Community Benefit Committee. The grant, if awarded, would enable the purchase of fifty (50) “Executive Relaxation Kits” for door prizes for the Retired and Senior Volunteer Program’s annual recognition event to be held in November 2010.

**AACS CSBG-ARRA 1% “Benefits Enrollment Coordination” Award (CHFS).** This Cabinet for Health and Families \$7,329 award will support “benefits coordination” activities. The Community Services Block Grant (CSBG) funding is the state’s 1% coordination of services funding from the American Recovery and Reinvestment Act of 2009 (ARRA) and the \$1 billion CSBG federal appropriation. The money is expected to go to the Green River Asset Building Coalition for added support for the region’s Earned Income Tax Credit and “BankOn” services and activities.

*Mr. Smith made a motion to approve the items recommended by the Administrative Support Committee on April 6, 2010: Personnel Manual revisions – Group Insurance “Wellness Program”, Section 4.2(6) and new Weatherization positions; Personnel Manual Revision: Section 5.1, “Holidays” (making Good Friday a full-day holiday);*

*ACF/DHHS COLA Grant Award (Head Start), FY2010; AACS Senior Service Corps RSVP request to OMHS; AACS CSBG-ARRA 1% “Benefits Enrollment Coordination” award (CHFS). Ms. Kendall seconded the motion. Motion passed.*

**Child and Family Committee.** The minutes of the March 9<sup>th</sup> Child and Family Services Committee were included in the April Board Booklet mailed to all members in advance of the April meeting.

**FY2011 KentuckyWorks Program (KWP) Proposal.** Ms. Blackham stated the Child and Family Services Committee recommended Board approval of the FY2011 continuation contract for the agency’s 34-county *KentuckyWorks* program. She said that she expects the final FY2011 KWP budget numbers to be \$1.37 million, including \$750,000 for wage subsidies to employers that accept KWP placements. Ms. Blackham said that the KWP proposal was submitted March 22<sup>nd</sup> but that she hadn’t heard anything about it yet. Still, Ms. Blackham stated, she has no reason to suspect that AACS wouldn’t receive that contract again.

**2010-2011 United Way Application – Head Start.** Mr. Logsdon said the \$90,273 grant request includes a substantial portion of City of Owensboro funding to the West End Day Care Center. It also provides a \$17,000 Helen D. Sears Family Development Center subsidy.

**2010-2011 Selection and Eligibility Criteria.** Mr. Nehring stated that the Head Start Reauthorization Act of December 2007 requires that the Board annually approve the Selection and Eligibility Criteria for determining child/family eligibility for Head Start services. The proposed criteria has, he said, been thoroughly reviewed by the Child and Family Committee and the Head Start Policy Council, and it is now recommended for Board approval.

*Ms. James made a motion to approve the March 9, 2010 Child and Family Committee recommendations: the FY2011 KentuckyWorks Program proposal and contract; the 2010-2011 United Way grant funding application–Head Start; and the Head Start 2010-2011 Selection and Eligibility Criteria. Ms. Rucker seconded the motion. Motion passed.*

**Community Support Committee.** The minutes of the March 23, 2010 Community Support Committee were included in the Board Booklet mailed to all members in advance of the meeting.

**FY2011 GRITS “5300” Refunding Proposals.** Mr. Logsdon said the Committee’s meeting was held at the Audubon Transit Facility and Parking Garage. GRITS had several FY2011 refunding proposals to offer for Committee review and recommendation. Mr. Logsdon pointed out to the Board members that a complete listing of those FY2011 refunding proposals by category was to be found on page 71 of the April Board Booklet.

Mr. Lanham said he didn’t have any additional comments except that those funding categories were GRITS’ “5309,” Parking Garage—Phase III (\$6,801,000); “5310,” Capital Grant, nine (9) mini-vans (\$315,198); “5311,” Operating Subsidy, plus eight (8) cutaway buses (\$440,000 operating / \$332,794 capital); “5316” Job Access Reverse Commute—operating, plus nine (9) mini-vans (\$120,000 operating / \$315,198 capital); and “5317” New Freedom grant—Phase II of Mobile Data Terminals (MDT’s), bus cameras, and ten (10) wide-lift platform buses (\$315,000 MDT’s / \$250,000 cameras / \$530,000 buses). Mr. Lanham said that those were the grants that AACS/GRITS typically applied for, but there was one slight change this year. He said he was also applying for a \$75,000 “5311F” grant, which is an inter-city transit grant that, basically, covers a service GRITS already does through the current *New Freedom* funding. The “5311F” is just a better avenue for funding those services, he said. These are *proposals* for funding. If awarded, these would total \$9,494,190.

*Mr. Hatfield made a motion to approve the FY2011 GRITS "5300" series refunding and new funding proposals. Rev. Manning seconded the motion. Motion passed.*

**President's Place, LLLP Resolution.** Mr. Logsdon stated the Resolution before the Board was slightly different than the one that was in the mailed-out Board Booklet. The difference is that the one in the handout packet says *April* instead of *March*. The Board is resolving as the agency Board of Directors to accept the Kentucky Housing Corporation's (KHC) Affordable Housing Trust Fund (AHTF) grant of \$131,822. That's going into Presidents Place's funding mix. The Board should also be aware, he said, that it is, in effect, allowing him to execute a further Resolution (on page 75) which he, as sole member of Presidents Place, LLLP, a co-general partner of the project, will execute. Mr. Mountjoy said that Mr. Logsdon was the president and sole director of the *LLC*, which is a general partner. Plus, there are additional documents required for the project in the Board Booklet on pages 73-78. President's Place, LLLP, has been depicted by AACS' counsel, Mr. Mountjoy, on a "flow-chart." The chart is on page 77 of the Board Booklet.

Mr. Logsdon told the Board that what he was doing in his Resolution was accepting the \$7,560,633 in ARRA 1602 Tax Credit "Exchange" funding. It is actual federal cash that is being funded to the project. Normally in a tax credit project one gets an equity investment from a private source, who, in turn, received ten years' tax credits. But the equity funding for this is just federal tax money that has been awarded in consideration for the dried-up private equity market. By virtue of his Resolution, AACS and the Presidents Place partnership are formally accepting that "Exchange" funding.

Mr. Logsdon suggested the Board to look in the handout packet for another (revised) "flow-chart" that is slightly different from the one in the April Board Booklet. Presidents Place presents a continually, evolving picture, and the second "flow-chart" that is being proposed by the developer, Wabuck Development has not yet been agreed to. Mr. Logsdon said that he and Mr. Mountjoy anticipated meeting soon with the developer and discussing what this project was going to look like.

These "flow-charts" are intended to help everyone understand these very complex affordable housing tax credit projects and the structures that involve AACS in these tax credit deals. To some extent, this is a work in progress; at the same time, the construction work *is* in progress behind The Springs on East Parrish Avenue, Owensboro.

The business presently before the Board is to satisfy a requirement for KHC and that is to formally accept the respective grants they have made to through the agency to the Presidents Place project. Judge Haire pointed out there are two grants, one for \$131,000 and the other for \$7.5 million.

*Mr. Smith made a motion to accept the \$131,822 Affordable Housing Trust Fund grant to Presidents Place and to support the CEO's execution of the \$7,560,633 "Exchange" funding Resolution for President's Place, LLLP. Ms. James seconded the motion.*

*Mr. Free asked to recuse himself from the vote because he is a member of the KHC Board.*

*Motion passed.*

Judge Haire asked if Resolutions or the negotiation on the AACS-Wabuck were "a point of no return" and if there was cause or any anticipation to reverse direction should there ensue a dispute with Wabuck. Mr. Logsdon said no, there was no "dispute," but there would be a "discussion," for he doesn't fully understand the recent Wabuck proposal to "re-state" the Limited Partnership Agreement for the project. Mr. Logsdon also said at this point, both of the grants noted in the two Resolutions have been made directly through AACS, Inc., the Presidents Place sponsor. He added, "I certainly don't think AACS should entertain a negotiation in which it would essentially give away some \$8

plus million in equity. Judge Haire asked if that should be resolved before signing the Resolutions. Mr. Logsdon said no, AACS will be signing those documents accepting the money granted from KHC—both the AHTF and “Exchange”, and that’s all we’re doing right now, he said.

**Community Services Committee.** The minutes of the March 16, 2010 Community Service Committee minutes were included in the mailed out April Board Booklet.

**RSVP Augmentation Proposal–Home Energy Audits.** Ms. Mattingly said this was a competitive grant through the Corporation for National and Community Services (CNCS). It would essentially add \$4500 more federal dollars to the Retired and Senior Volunteer Program (RSVP). It would support fifteen new RSVP volunteers that would be placed within the AACS Weatherization Assistance Program and work with them in the area of the energy audits in all seven Green River Area counties. Receiving \$4,500 in federal money, AACS (RSVP) would have to provide a 30% non-federal cash or in-kind match, she said. She said that she has already identified that match requirement in donated items. She is now waiting to see if the requested grant will be awarded by CNCS.

*Rev. Manning made a motion to accept the RSVP Augmentation Proposal–Home Energy Audits. Mr. Free seconded the motion. Motion passed.*

## **OTHER NEW BUSINESS**

Mr. Logsdon pointed out these were items that have not been through a committee.

**Low-Income Home Energy Assistance Program (LIHEAP) Amendment #3.** AACS did not spend its entire allocation of LIHEAP dollars this year. Somewhere in the neighborhood of \$400,000 was unspent and AACS was asked to return that sum to Community Action Kentucky (CAK) through this Amendment #3. Still, there was LIHEAP money left to cover all LIHEAP payment obligations made by AACS. Mr. Logsdon said the amendment was submitted at the end of March. He had signed it under CAK urging because the FY2010 LIHEAP program ended as of March 31<sup>st</sup>, so he hoped the Board would approve it. Mr. Logsdon also said he had waited as long as he could to make sure AACS would not be giving away money the agency needed in order to cover its own LIHEAP bills and obligations.

Rev. Manning asked if this was money that *had* to be returned. Mr. Logsdon said yes, there were other areas of the state, primarily in eastern Kentucky, that needed the money; they could spend it and it was obvious that AACS wasn’t going to be able to. Ms. James asked if AACS spent its remaining balance of some \$350,000 by March 31<sup>st</sup>. Mr. Logsdon said that according to the CFO there was still about \$200,000 left over, even after returning contract funds by virtue of Amendment #3.

Ms. Spires stated that last year, LIHEAP spent \$1.2 million in the Crisis program, but this year \$1.4 million was spent within the seven-county Green River Area. More households were served, but the utility bills weren’t as large as the previous year, she said. AACS definitely had greater numbers, i.e., more people served and more money spent, she added. She also said she did not really know the reasons for the apparent anomaly. Ms. Spires stated AACS’ LIHEAP helped 4,275 families last year and assisted 4,804 families this year. In the Subsidy program, every eligible applicant is served. With the Crisis program, one has to have that cut-off notice in order to receive help.

Mr. Hatfield asked if the help was to pay for lights and gas. Mr. Logsdon said yes, but, again, the program ended on March 31<sup>st</sup> and they the Cabinet for Health and Families, which contracts the statewide program to CAK, doesn’t allow LIHEAP expenditures after that date. Ms. Janie Drury asked if there always *has* to be a “crisis.” Mr. Logsdon said yes—for the Crisis Component, that is; there are two components to the program. The first one operates before Christmas and is called the Subsidy Component, and it is simply based on low-income eligibility. Anyone that meets the income criteria can

come forward, fill out an application, and, if eligible, their utility provider gets a subsidy payment in their name. After New Year's comes the Crisis Component; income-eligible clients have to have a documented energy emergency where they're going to be without their primary heat source because of lack of fuel—and they have to have a cut-off notice.

Mr. Hatfield then asked if it would be in the fall of 2010 before the LIHEAP program would get any more funding. Mr. Logsdon said it may well be, that the Cabinet for Health and Families (CHFS) controls all of this. What they will do sometimes *if* there's money left over from the LIHEAP winter season, and if there is terrible heat during the summer, is from time to time to offer a summer cooling program. If that doesn't happen then next winter they will simply roll the carry-over money into next year's (FY2011) LIHEAP program.

The Cabinet contracts the entirety of the Kentucky LIHEAP program to Community Action Kentucky (CAK), which is the Community Action Agencies Association. AACS is a member of a state-wide association, the contractor. CAK allocates the money on a formula basis to all of the twenty-three (23) Community Action Agencies.

Mr. Logsdon said that he was told that the state had told CAK sometime in early March that they wanted to re-allocate the FY2010 LIHEAP money because it was needed in some parts of the state and not being used in others. The Cabinet was reportedly getting ready to dictate to CAK what to do. The association took the position, "Let us handle it; we'll contact member agencies, we'll make suggestions that they relinquish a portion of their money and re-allocate it someplace else". Under-spending agencies were agreeable to that and it worked out without the state coming down and dictating it, he said.

Mr. Logsdon also said that LIHEAP was formerly tied in with the Weatherization program. In previous years, fifteen percent (15%) of the LIHEAP money was transferred to the Weatherization program. With the \$70 million ARRA Weatherization program funding and Weatherization's transfer from CHFS to KHC, the Cabinet for Health and Families was not willing to transfer the 15% from LIHEAP this year. So there was more money in LIHEAP this year.

*Ms. James approved Amendment #3 to the FY2010 AACS-CAK LIHEAP contract. Rev. Manning seconded the motion. Motion passed.*

**Non-Federal Share Partial Waivers for the Early Head Start FY2010 Grant Award (ARRA) and Head Start FY2010 Grant Award (ARRA).** Mr. Nehring said he felt that these items were provided to the Board for informational purposes only and that they required no action from the Board. These are amendments to AACS' current ARRA grants. Because the ARRA grants to Head Start normally require a 20% non-federal match the agency had requested a waiver of a substantial share of that required match. With all of the Head Start ARRA-expansions' startup funds, the agency/program had an inability to come up with that level of non-federal match. The grant application allowed AACS to apply for a non-federal waiver, which meant that the federal government could weigh the prospects to provide a non-federal match commensurate with its ability.

These two grant awards grant AACS a partial non-federal waiver for both of its Head Start expansion grants. Instead of the 20% match, AACS only has to provide a 3.76% match (or \$99,000) on its two million dollar grant for its ARRA-funded Early Head Start expansion. For its ARRA-funded Head Start expansion the agency has to match at a rate of 8.46%. AACS' application had said it would match a portion, not the full 20% normally required share, he said. These amendments simply put in writing the approval of a partial waiver of AACS' non-federal share for those percentages indicated.

**Head Start FY2010 "COLA" Grant Award (ARRA).** This amends the original FY2010 ARRA-funded Cost-of-Living Adjustment (COLA) grant award. AACS got the COLA grant award for its Head

Start, Early Head Start, and (through the Lexington agency via sub-contract) Migrant Head Start. These awards make permanent the 1.84% FY2010 ARRA-funded COLAs, said Mr. Nehring.

**Head Start FY2010 “Western Kentucky University (WKU) Delegate” Grant Award (ARRA).** AACS’ “Delegate Head Start” contract with WKU delegate also provides “permanent” funding for that same COLA amount, so the 1.84% *permanent* COLA add-on is now applied to all of AACS’ Head Start components, said Mr. Nehring.

Judge Haire stated that without objection the Board will include together the Head Start, Early Head Start, WKU Delegate, and Migrant Head Start COLA approvals. Mr. Logsdon suggested that the federal partial match waivers also be formally approved by the Board. A federal matching grant is both the amount the federal government gives plus the amount that a recipient has to provide, whether in cash or in kind. It’s important that the Board accept federal grants on the terms upon which they are given, including the specified non-federal shares, he said.

*Mr. Smith made a motion to approve the Early Head Start FY2010 Grant Award (ARRA) and Head Start FY2010 Grant Award (ARRA) with their stated partial waivers of non-federal share, plus approve the Head Start (ARRA), Early Head Start (ARRA), and “delegate” WKU (ARRA) and Migrant Head Start (ARRA) permanent add-on COLAs. Ms. James seconded the motion. Motion passed.*

**GRITS Region 3/Region 5 HSTD “Brokerage Renewals”.** Mr. Logsdon said this action was to continue the agency’s Human Services Transportation Delivery (HSTD) Medicaid “brokerage” contracts for Region 3 (Green River Area) and Region 5 (Barren River Area) for the FY2011 state fiscal year, July 2010-June 2011. Mr. Lanham elaborated that in 2008 AACS was awarded the HSTD “brokerage” for the two-region, nineteen county area, with the six eastern-most counties in Region 5 sub-contracted to Rural Transportation Enterprise Cooperative (R-TEC), based in Somerset, Kentucky. That award was a one year award, with four (4) years’ possible extensions. This is the extension for the upcoming year, FY2011.

*Rev. Manning made a motion to accept the HSTD contract extensions for the Region 3 and Region 5 Medicaid “Brokerages”. Ms. Rucker seconded the motion. Motion approved.*

**Intensive Family Preservation Services (IFPS)/Family Reunification Program (FRP)/Families and Children Together Safely (FACTS) Finance and Administration Cabinet “RFP” Application.** Mr. Logsdon said there was as yet nothing provided in the Board Booklet on this “RFP” because there was not yet much to give as the proposal development was just underway. The Cabinet for Health and Families has an RFP’s out through the state’s procurement system. This formal “RFP” is for Family Preservation and its related services.

Ms. Spires explained that her Counseling Services Department currently runs the Intensive Family Preservation Services (IFPS), Family Reunification Services (FRP) and the Family and Children Together Safely Services (FACTS). Those are all intensive counseling programs, she said. There is counseling for children who are abused and neglected ... and for their families. This “RFP” is tantamount to a contract renewal request. AACS has had this contract funding since 1990. The difference this year is that the Cabinet has expanded the services and has doubled the funding, so the successful contractor is going to be expected to serve more families and add more staff. Currently, the Bowling Green-based organization Bellwood is also serving some of the Green River Area families. But the Cabinet is putting all Green River Area IFPS and related services into one \$746,311 “RFP” and contractor proposal.

Judge Haire asked if AACS does the counseling itself or sub-contracts with an agency or an organization. Ms. Spires stated the AACS’ own employed therapists go to the families’ home and that 90% of the

services have to be done in the clients' home. Judge Haire also asked if this location would travel to other counties. Ms. Spires said yes, Ms. Lorinda Penny is AACS' local (Green River) contact at the Cabinet for Families and Children. She does all the referrals and screens the families to make sure they are appropriate for each respective program and then are referred to AACS' IFPS/FRS/FACTS program for intensive "Homebuilder" counseling services.

Judge Haire asked of what were the options the counselors had to provide family mediation services. Ms. Spires said each IFPS-related program was set up differently, based on the family's circumstances and what is going on within the family unit. For all three programs, the families were referred to the agency by the Cabinet for Health and Families, Department of Community Based Services because the children were either presently removed by the state or were at risk of removal from the home. IFPS and related services are kind of a "last ditch effort" before a judge decides that the child needs to be removed from or returned to his/her home.

*Mr. Smith made a motion to approve the agency's submittal of the \$746,311 IFPS/FRP/FACTS "renewal" application in response to the state procurement system "RFP." Mr. Hatfield seconded the motion. Motion accepted.*

### **Child Care Resource and Referral Program ("CCR&R") Renewal/Application and Scope of Work.**

The other anticipated renewal is for the agency's 16-county CCR&R program. Ms. Blackham explained that Child Care Resource and Referral is a program that primarily provides training to child care providers to promote quality in their program. The program is contracted from CHFS to the University of Kentucky, which then sub-contracts to agencies statewide. This year as in every year, there is a small budget, said Ms. Blackham. The combined seven-county Green River Area/nine-county Pennyriple Area budget amount will be \$228,000, which is somewhat less than it was last year. On the other hand, AACS have the opportunity to apply for an additional \$48,000 to promote "infant/toddler quality" and another \$48,000 the "school-age quality" program add-ons.

*Mr. Platt made a motion to accept the FY2011 CCR&R renewal application and scope of work. Rev. Manning seconded the motion. Motion passed.*

## **REPORTS**

Mr. Logsdon asked if there were any questions pertaining to the reports provided to the Board in the April Board Booklet and the meeting handout. There were none. The CEO then said that he would rather provide time for the Senior Staff to address the Board with their oral departmental summaries and reports.

### **SENIOR STAFF REPORTS**

**Finance—Mr. Mayes.** Mr. Mayes said again that part of his job was to keep looking for areas of improvement. A lot of the work here lately has been getting ORR going. Also, his department is gearing up again for the audit which is right around the corner.

**Counseling Services—Ms. Spires.**

**Owensboro Regional Recovery, Ltd. (ORR).** Ms. Spires said the ribbon cutting for ORR was set for May 19, 2010 from 9:30–10:30 a.m.. Every Board will be getting an invitation, she said. ORR presently has fifty (50) men in residence at the facility, so it is exactly halfway to its capacity. ORR did meet its March 31<sup>st</sup> 38-unit tax-credit lease-up requirement. Things are going well, she said. One can see the men's lives changing because of being at the Center, some for about three months now.

Judge Haire asked if periodic checks are done for drugs. Ms. Spires said yes, and they are done on site. Residents' belongings are checked while they're gone. ORR also does random alcohol and drug

testing on all residents, but ORR doesn't do body cavity searches. The main thing staff has had to deal with was men taking Zanax, which gets out of one's system in three days. There is an immediate discharge if a test is positive for drugs. ORR staff did start its first therapeutic community meeting yesterday. The men practice "holding concerns" on each other, she said. The whole entire group votes and assigns consequences. If one attends, they can not be only "an observer," they have to vote and take part in it. But Board members and others are invited to participate if they would like to do so. Rev. Combs asked if there were any nightly meetings. Ms. Spires said there are two open meetings to the community. Saturday nights are Alcohol Anonymous meetings. Sunday nights are for Narcotics Anonymous meetings. Open meetings are for everyone.

The program is a 9 – 12 month program but depends on their individual progress. Ms. Spires also said the ORR facility presently has twenty-eight (28) Department of Corrections (DoC) residents right now. They come referred and straight from the DoC, being on probation or parole. ORR just got a notice from KHC that there were twenty-nine (29) inmates up for parole and KHC was planning to split those soon-to-be Recovery Kentucky participants between ORR and the Campbellsville center. Staff had to go out and get army cots to put in the "detox" unit and "MT" unit because of DoC's requirements. The DoC guys have not been any problem, she said. They have something to lose and they don't want to go back to where they came from.

**Community Services Block Grant (CSBG).** As pertaining to CSBG, Ms. Spires said that she and her staff had recently been working the FY2011 refunding proposal. This is done every year and the proposal was turned in about a week ago. Also, the 2009 Tax Preparation (and Earned Income Tax Credit) sites are over for this year, she said.

**Green River Intra-county Transit System (GRITS)—Mr. Lanham.** Mr. Lanham said his department had settled into their "new home," which is a huge improvement, having doubled in size its work area. There are three contract tenants in the 222 St. Elizabeth Street Audubon Transit Facility and Parking Garage leasing 50 spaces so far, and one of them is Mr. Mountjoy and some of his Sullivan Mountjoy Stainback and Miller, PSC, partners and practitioners. GRITS just received state approval to finish ordering its furniture and appliances for its new facility. Mr. Lanham also said his department has been without appliances for a while. He also said that he hopes to have an open house in late June. U.S. Senator Jim Bunning's field representative, Jim Askins, was in the GRITS office the past week and he was pleased with the new facility.

**Human Resources—Ms. Gatton.** Ms. Gatton said her department was finally getting caught up with the ARRA-funded expansions in Head Start. There were close to seventy (70) new employees hired in the past several months. Right now, "HR" is doing "self audits" to make sure things were entered correctly into the *Logos* system, she said.

**Senior Service Corps—Ms. Mattingly.** Ms. Mattingly said that the 10<sup>th</sup> Annual Volunteer Recognition was held on April 19<sup>th</sup>. There were 287 volunteers that attended the event. Ms. Mattingly said she announced that same day that she had received a notice that AACS' Retired and Senior Volunteer Program (RSVP) program has been named the 2009 *Kentucky Governor's Service Award* recipient for Outstanding Volunteer Group. Ms. Mattingly extended an invitation to everyone to join her at the May 13<sup>th</sup> panel visit from the United Way of the Ohio Valley to hear presentations on the Senior Service Corps programs Foster GrandParent Program (FGP) and Senior Companion Program (SCP). This visit will be held in her training room at the Elizabeth Munday Senior Center at 9:30 a.m.. The United Way looks favorably upon the participation of Board members, she said.

**Head Start—Mr. Nehring.** Mr. Nehring said he had just three things to mention quickly. First, the Head Start/Early Head Start expansions are well under way and the staff has mostly been hired. The new enrollment is also coming right along. The main thing that will be happening right now is that this is the

time of year his department does its proposals for its FY2011 refunding applications. Normally, there are three of them: Head Start/Early Head Start, Migrant Head Start and the WKU Delegate applications. This year there will be two more because the agency also has to do its ARRA-funded expansions' refunding applications. So there will be five (5) grant applications that the Child and Family Committee and the Board will need to be prepared for. These will be brought before the Board in June. It will be busy for both the Board and Policy Council.

**Grandma's Corner.** Grandma's Corner, unfortunately, had to close its doors because of financial difficulties. Mr. Nehring said that he had been approached, and he was interested, in pursuing Head Start having a facility there. The Housing Authority had completely renovated the child care facility. Given the opportunity there, he said that he had already contacted Housing Authority. They are open for AACS to assuming the site and placing Early Head Start children there, he said. The matter will go before the board of the Housing Authority this coming Thursday for AACS to get approval to occupy that building. This will impact 100 children. AACS/Head Start has enough funds that it can expand with ARRA dollars to have extra children. Mr. Nehring said that Head Start was planning a major renovation for the West End Day Care. With the facility at the former Grandma's Corner he will be able to move those children while the West End Day Care Center renovation is going on.

Mr. Free asked if there was any way AACS could address the "crisis care" need formerly provided at Grandma's Corner. Ms. Blackham stated that Grandma's Corner didn't actually provide much of after-hours care, though they did provide a limited drop-in service. There are a couple of non-traditional child care providers in the area, but there is not enough of that kind of care available.

Mr. Nehring said what the agency was planning on doing was provide center-based care for six hours a day, which means limited hours for working families, but also services provided during the six-hour day for special needs children and for infants and toddlers. The kind of "crisis care" Mr. Free notes often comes up as an issue of second and third work-shift care. There have been many programs that have tried this kind of childcare, but they've had difficulty leaving their child with those centers. So people tend to shy away from it, preferring more of a family-based option.

Ms. Blackham agreed, stating what typically happens with non-traditional care is that people use family members. The state subsidy system can register such family providers for in-home care. Ms. James asked if AACS will retain the staff from Grandma's Corner or if new staff will be hired. Mr. Nehring said that the former Grandma's Corner staff was *not* part of the AACS agency. His proposed services are *not* a continuance of Grandma's Corner, but will become a Head Start program. There may be some former Grandma's Corner staff that qualify for AACS employment, but the new center will be strictly Early Head Start.

**Family Support.** Ms. Blackham told the Board that in August there will be a Child Care Appreciation Banquet held in Hopkinsville. This is a big event, she said. Typically, the event draws close to four hundred (400) child care providers from across western Kentucky. There will be awards given away.

**Information Technologies.** Mr. Hagan said his department was wrapping up the Head Start expansion. Too, GRITS has been relocated to its new facility, the Audubon Transit facility and Parking Garage. This is important because that site is now the *Backup Data Center* for AACS. Recently, there was a circuit outage at GRITS and his IT Department staff was able to quickly deal with the situation. The IT Department did an "emergency relocation" and got GRITS back up and operational in about an hour so that their critical data-based operations could continue. The source of the problem wasn't one pertaining to electrical power, but it was related to a connectivity problem within the high-speed fiber optic system.

## ***ADJOURNMENT***

There being no further business ...

*Mr. Smith made a motion to adjourn the April 20<sup>th</sup>, 2010 Board meeting. Mr. Hatfield seconded the motion. Without objection, the meeting adjourned at 7:10 p.m.*

Hon. Reid Haire, Board Chairperson of the Board