

Audubon Area Community Services, Inc.
Child and Family Committee
MINUTES
March 9, 2010

Ms. Daisy James called the March 9, 2010 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. Janie Drury	Ms. Samantha Brand
Ms. Vicki Tinsley	Rev. Jerry Manning	

Staff Present:

Ms. Carrie Blackham, CCAP/CCR&R Director
Ms. Sarah Lewis, Head Start Family & Community Services Team Manager
Mr. Ronald Logsdon, AACCS Executive Director
Mr. Byron Mayes, AACCS Chief Financial Officer
Mr. Aubrey Nehring, Head Start Director
Ms. Amy Rafferty, Head Start Executive Assistant Administrative
Ms. Sherry Swope, Kentucky Wesleyan Intern to AACCS Executive Director

FINANCIAL REPORTS

Purchase Card Report. Mr. Mayes, CFO, distributed and reviewed the agency’s BB&T Purchase Card report for the previous “rolling 12-month” year.

Budget Performance Reports. The Chief Financial Officer reported that all of the financial reports — CCAP, KWP, R&R, SCSEP, Head Start (Regular and ARRA), Early Head Start (Regular and ARRA) — looked good and seemed to be on target. Copies of all financials were distributed and reviewed. Mr. Nehring noted that the Head Start program’s ARRA budgets for COLA/Quality and Expansion appeared to be extremely underused, but that is due to the fact that start-up has just been completed and the program is just beginning to expend these funds.

PROGRAM REPORTS AND ACTIONS

Family Assistance Services.

Child Care Assistance Program (CCAP). CCAP subsidy numbers were holding steady at nearly 15,000 children being served, said Ms. Blackham. Ms. Blackham advised that she had received an e-mail last week about a “CCAP Secret Shopper” and she now has an appointment to meet with Division of Child Care (DCC) staff on March 24th concerning this “secret shopper” report. She will report back on this meeting the next time the Committee meets. Ms. Blackham assumed that this was a DCC quality control initiative and she thinks that her staff did very well on this “test.”

Child Care Resource & Referral (CCR&R). Part of the Child Care Resource & Referral (“R&R”) program is training child care providers, and they are constantly developing new types of training. Nancy Roberts, the Green River Coordinator, recently developed a new training combining classroom training with on-site technical assistance. This training has caught the interest of several organizations across the state and Ms. Roberts was asked to present a workshop on this type of training at a statewide conference in May, reported Ms. Blackham.

The R&R program has also been working very closely with the Neblett Center in recent months. CCR&R is in that center providing technical assistance several times a week and providing weekly training on various topics that will increase the quality of that child care program. Additionally, they are working with the Junior League to use their end of year surplus to purchase resources for the Neblett Center. It seems likely that they may be the recipients of additional resources in Junior League's program next year.

Army Child Care in Your Neighborhood (ACCYN). As stated at the board meeting, AACCS expects to receive a contract for the period of March 1–June 30, 2010. After meeting with people from NACCRRRA last week, there is a strong likelihood that AACCS will actually receive a contract modification extending that contract through September 30th – the normal program year end. This is because the Army does not feel that they will be ready to take over this project in June even though they had hoped to. Ms. Blackham stated that they feel they simply do not have the infrastructure and staff in place right now.

Kentucky Works Program (KWP). Ms. Blackham distributed and reviewed the KWP monthly services report. There were 1,155 active KWP clients in February. Twenty-three percent (23%) of the total client count has some college and 1% (13 individuals) have four or more years of college. Fifty-three percent (53%) of the KWP clients are actually employed, either subsidized through the program or unsubsidized, and receiving follow-up services from the program. Collectively, they are earning \$121,000 per week and have earned \$2.8 million year-to-date in potentially taxable income.

Ms. Blackham has been asked to submit the proposal for FY2011 by the end of the month. She asked the Committee to approve her to do so.

Mr. Manning made a motion to approve submission of the FY2011 KWP proposal. Ms. Tinsley seconded the motion; motion carried.

Ms. Blackham said that she will prepare a summary and budget report for the April Board meeting.

Senior Community Service Employment Program /Title V (SCSEP). There are currently eight (8) people in SCSEP's American Recovery and Reinvestment Act of 2009 (ARRA) positions and nine (9) in the "regular" SCSEP positions. The program is presently *over*-enrolled by two participants under its ARRA funding stream because the program got off to a slow start; the over-enrollment ensure that all ARRA funds will be expended, advised Ms. Blackham. The expenditure of all ARRA funds is the Department of Aging and Independent Living's primary focus, it seems.

Head Start/Early Head Start Program

2010-2011 United Way Application. Mr. Nehring explained that the United Way application had been submitted contingent upon subsequent approval by the full Board and Policy Council at their next meetings, but that he was asking the Committee for its recommendation for Board approval at this meeting. He distributed copies of the cover page, statistical information regarding children served, and the program financial plan that were included in the application. The funding request totals \$90,273, which is the same amount that was awarded in the previous year. Mr. Nehring explained that these funds are primarily used as in-kind support for the program.

Ms. Tinsley made a motion to recommend Board approval of the submission of the 2010-2011 United Way application. Mr. Manning seconded the motion; motion carried.

2010-2011 Selection and Eligibility Criteria Policy. Mr. Nehring reminded the Committee that the Head Start Act of 2007 requires that the Selection and Eligibility Criteria Policy be approved by the full Board and the Policy Council annually. The Policy Council approved the policy with a couple of modifications at its January meeting. Ms. Lewis distributed copies of the Selection and Eligibility Criteria Policy as approved by the Policy Council. The purpose of the policy is to help ensure that families and

children who have the most significant needs are enrolled in the program first. Ms. Lewis reviewed the policy, pointing out the revisions for the 2010-2011 year. It was discovered that the Committee received copies of the policy before the modifications made by the Policy Council were made. Ms. Lewis pointed out the two additional changes that weren't highlighted on the current handout. Mr. Logsdon and the Committee members requested that Ms. Lewis add a line at the top of the document acknowledging the date of Board approval.

Mr. Manning made a motion to recommend Board approval the 2010-2011 Selection and Eligibility Criteria Policy as modified by the Policy Council and Child and Family Committee. Ms. Drury seconded the motion; motion carried.

Final “Closing” of Protocol Review Findings. Mr. Nehring reminded the Committee members of the one “finding” from last year’s Federal Review. Ms. Judith Deane, an employee at the Administration for Children and Families (ACF), DHHS Regional Office, conducted an on-site monitoring follow-up review and determined that the bank reconciliations finding had been corrected. Mr. Nehring provided the Committee with copies of the ACF/Office of Head Start report showing that the AACS Head Start program is now totally in compliance.

Mr. Logsdon pointed out that the audit report for FY2009 indicates that bank reconciliations were still not being performed in a timely manner for the entire audit year, but that included the mid-year months while corrections and catch-up were still being made. He asked if that would be a problem when the Regional Office got the report. Mr. Nehring said he doesn't anticipate there being a problem because both the audit and the federal review reflect the same time period. Therefore, the audit reflected and confirmed what was found in the federal review, but it has now been corrected.

Early Head Start (EHS) ARRA Expansion. Mr. Nehring announced that the EHS Expansion started on March 1st and is fully operational in all but two centers. The necessary renovations to the high school in Caldwell County won't be done until this summer, so there will be a home-based option there until next school year when the center-based program will be ready. There were issues with getting the occupancy permit and licensing in Sebree, so the program has not begun services for EHS there yet. All of the staff have been hired, but they will be working on a home basis until they can legally be placed in the classroom. Mr. Nehring anticipates that this will occur by April 1st or before.

Teacher Associate Qualifications. Mr. Nehring explained a new requirement in the Head Start regulations that on September 30, 2011, Teacher Associates in EHS will have to have a *minimum* of a CDA (Child Development Associate credential) when they are hired. Under AACS policies, they currently have a year after their hire date to obtain their CDA. The Head Start Executive Team is working on procedures for implementing the new requirement, and he will be asking the Board for approval of those procedures once they are finalized, he said.

Board Self-Assessment. The Head Start program is required to conduct an annual Self-Assessment. This year, the assessment is being done via focus groups in each area. Mr. Nehring distributed the Protocol's key questions related to the full Board and asked that the members identify one area of strength and one area that could be improved. After much discussion, the group came to a final consensus decision:

Annual Agency-wide Operating Budget Approval. The area in which the group decided had room for improvement is the governing body's approval of the agency's annual operating budget, which is submitted by June 1st each year to the specified Kentucky department, the Governor's Office for Local Government. Mr. Logsdon said that the agency currently includes it as a *report* to the Board in the June Board Booklet,

...But henceforth it will be an action item on the April or June Board meeting agenda.

The group decided that the area of greatest strength was all of the reporting and information provided to the governing body members. This information will be included in the full Self-Assessment report, which Mr. Nehring will prepare and provide to the members at a later date.

Risk Management Meeting. Mr. Nehring explained that every regional office in the nation is required to establish a risk management meeting, which is usually conducted via conference call, with every one of its grantees once a year. The purpose is to identify any areas where an agency might be at risk. Our program's meeting was conducted via conference call on March 3rd. Ms. James attended the meeting and spoke extremely highly of the quality of our program. She pointed out that we met every criteria established by each area of expertise in the Regional Office. The issue with bank reconciliations was addressed, and they were satisfied with the status. Mr. Logsdon added that there were two action items. One concerned the delay in Dawson Springs, and Mr. Nehring has already responded on that issue. The other item is a report on the fraud issues with the former CFO. Mr. Logsdon will complete and send that report by the end of the week.

FUTURE COMMITTEE MEETING DATES

May 5, 2010 July 7, 2010 September 1, 2010 November 3, 2010

ADJOURNMENT

There being no further business...

The meeting adjourned at 1:15p.m.

Daisy James
Committee Chair