

***Audubon Area Community Services, Inc.***  
***Child and Family Committee***  
***MINUTES***  
May 19, 2010

Mr. Manning called the May 19, 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. Samantha Brand	Rev. Jerry Manning	Ms. Helen Sears
Ms. Phyllis Church	Ms. Bridget Murray	Ms. Vicki Tinsley
Ms. Janie Drury	Dr. Sandra Obilade	

***Staff Present:***

Ms. Carrie Blackham, Family Assistance Services Director  
Ms. Sarah Lewis, Family and Community Services Team Manager, AACCS / Head Start  
Mr. Ronald Logsdon, AACCS Chief Executive Officer  
Mr. Byron Mayes, AACCS Chief Financial Officer  
Mr. Aubrey Nehring, Head Start Director, AACCS / Head Start  
Ms. Amy Rafferty, Executive Assistant Administrative, AACCS / Head Start

***General and Program Reports***

***Financial Report.*** Mr. Mayes distributed and reviewed the agency's Purchase Card and Budget Performance reports. He reminded the members that these are part of the reporting protocol to the Board and encouraged them to always ask questions about anything they don't understand or want explained further. Mr. Mayes said that he would like the Committee members to start receiving these reports prior to each meeting to allow sufficient time for them to review all the reports and flag any items they would like explained further. Mr. Manning suggested that rather than mailing the reports early, Mr. Mayes instead include an explanation for the types of outstanding items sometimes discussed in meetings. Mr. Mayes and the members agreed with the suggestion, so Mr. Mayes will begin attaching an explanation of the larger variances in these reports.

Ms. Drury asked about the nature of VISA Purchase Card charges for automobile services and supplies. Mr. Mayes and Mr. Nehring speculated that most of the charges were probably for gas, and Mr. Mayes said that he could drill down further for a more accurate report of those specific charges. Ms. Drury then asked if employees are reimbursed for mileage on their personal vehicles in the same fashion that Board members are reimbursed. Mr. Logsdon confirmed that employees are reimbursed at the state rate, currently \$.42 per mile, just as Board and Policy Council members are reimbursed for mileage on their personal vehicles. Ms. Drury commented about the number of agency vehicles currently being operated by Audubon and the amount of expense this must be for the agency. Mr. Nehring explained that studies have been done to compare the costs of owning and operating the agency vehicles versus reimbursing personal mileage, and the latter costs almost twice the amount of the former.

*Rev. Manning made a motion to acknowledge receipt of and accept the Budget Performance and Credit Card Review financial reports. Ms. Drury seconded the motion; motion carried.*

## ***Child Care Assistance Program***

**Child Care Assistance Program (CCAP).** Ms. Blackham distributed a summary report of CCAP subsidy numbers for the 34-county service delivery area for the month of April. The numbers are substantially the same as they were at the last committee meeting. Ms. Blackham pointed the committee members' attention to the bottom of the summary report that shows expenditures of nearly \$2 million for the month of April.

As mentioned at the last committee meeting, the Division of Child Care (DCC) conducted a "secret shopper" quality control initiative in February. Ms. Blackham met with several staff at DCC in March to go over the findings. The agency actually did very well; there were even two staff that performed "perfectly." The primary findings, which were findings with all of the service agents, concerned new program policies that everyone is still trying to become accustomed to. DCC was very complimentary.

**Child Care Resource & Referral (CCR&R).** Ms. Blackham reminded the Committee that at the last Board meeting, the directors approved the submission of the CCR&R work scope for the next program year in the amount of \$228,048 — a reduction of \$28,075. To offset this reduction, UK provided the agency with the opportunity to apply for an additional \$96,000 in ARRA funds, in two separate proposals, the submission of which the board also approved at its previous meeting. The two proposals basically provide funds for staff professional development and new training development — one in the area of infants and toddlers and the other in the area of school-age care.

There is also a smaller funding proposal that was not presented to the Board because the funding allocation had not yet been determined. UK has offered the CCR&Rs the opportunity to apply for \$4,600 to purchase equipment. With committee and board approval, Ms. Blackham would like to utilize these funds to replace three computers and to purchase a video camera, which will be used for training and technical assistance purposes. Therefore, Ms. Blackham requested that the committee approve submission of this proposal for equipment.

*Ms. Tinsley made a motion to recommend Board approval of the submission of the CCR&R equipment proposal in the amount of \$4,600. Dr. Obilade seconded the motion; motion carried.*

**Army Child Care in Your Neighborhood (ACCYN).** All indications are that the Army Child Care in Your Neighborhood project is to be transitioned to Fort Campbell, effective July 1, 2010. There is a scheduled transition meeting in early June — probably in New Orleans — with the Department of Defense. The attendance of the program's outreach specialist and Ms. Blackham has been requested. The Department of Defense pays all expenses related to meetings that they call.

**KentuckyWorks Program (KWP).** Ms. Blackham distributed and reviewed the KWP monthly services report. There are currently 1,221 participants in the program, primarily single female heads of households. Twenty-one percent (21%) percent of KWP clients have some college or technical educations and one percent have a four-year or more. The other figure that Ms. Blackham pointed out was the actual earned income of clients — \$124,000 for the month of April, \$2.9 million year-to-date.

**Senior Community Service Employment Program /Title V (SCSEP).** There are currently twenty (20) people enrolled in SCSEP — eight (8) in the traditionally funded program and twelve (12) in the ARRA funded program. Last week, the agency received its funding and participant allocation. There are still two funding sources — SCSEP and SCSEP Grant II, rather than ARRA. The traditional SCSEP program provides for nine (9) slots — the same number as the prior year — in the same amount of \$84,460. The SCSEP Grant II provides for eight (8) slots — two (2) more than the ARRA funding provided — in the amount of \$75,104; \$18,078 above last year's ARRA funding of \$57,026.

Ms. Blackham presented the two SCSEP budgets to the committee and requested approval to submit them to the Department of Aging and Independent Living before the end of the month.

*Ms. Drury made a motion to recommend Board approval for the submission of the FY2011 budgets for SCSEP and SCSEP/Grant II in the amounts of \$84,460 and \$75,104. Ms. Tinsley seconded the motion; motion carried.*

### ***Head Start/Early Head Start Program***

Mr. Nehring explained that he only has this one committee meeting before the June Board meeting in which the Board will be asked to approve all *three* of the FY2011 Head Start grant refunding applications on the agenda. These are all due June 30, 2010. He has been working diligently on the applications, but there is still much work to be done to get all of the pieces together. Because all of the agenda items are related to the grants, he suggested the Committee “approve” all of them under one motion with the understanding that all of the items must be specifically indicated in both the Committee and Board minutes.

The December 2007 Head Start Act requires that the Board and Policy Council specifically approve each component of the grant applications as well as the applications themselves. He distributed and reviewed a handout showing all documents that must be submitted with each grant application.

**FY2011 Head Start (HS)/Early Head Start (EHS) Refunding Application — 04CH0312.** Mr. Nehring distributed and reviewed information about the FY2011 HS/EHS refunding application, which is the program’s standard annual application for permanent funding. This application requests funding in the amount of \$11,877,157 to serve 1,731 children.

**FY2011 American Recovery and Reinvestment Act of 2009 (ARRA) Head Start Expansion Refunding Application — 04SH0312.** Mr. Nehring distributed and reviewed information about the FY2011 ARRA Head Start Expansion refunding application, which must be submitted to continue receiving the ARRA Head Start Expansion funds. This application requests funding in the amount of \$826,200 to serve eighty-one (81) Head Start children.

**FY2011 ARRA EHS Expansion Refunding Application — 04SA0312.** Mr. Nehring distributed and reviewed information about the FY2011 ARRA EHS Expansion Refunding application, which must be submitted to continue receiving the ARRA EHS Expansion funds. This application is requests funding in the amount of \$2,291,916 to serve 172 Early Head Start children.

**2010 Head Start Community Assessment.** The full Community Assessment must be completed and submitted with the regular HS/EHS refunding application every three years, with an update being submitted each of the two years in between. Ms. Lewis distributed and reviewed a summary of the 2010 Community Assessment. A copy of the full Community Assessment is viewable upon request, she said. Ms. Lewis pointed out that the 2010 Census data is not yet available, so the team gathered information from other sources.

Ms. Lewis also distributed the 2010 Parent Satisfaction Survey. In the interest of time, she did not review the results. Members should look over it at their leisure and direct any questions or concerns to Ms. Lewis or Mr. Nehring.

**2010 Self Assessment/Program Improvement Plan.** Mr. Nehring reminded the members that they had completed the Self Assessment for the Board at the last meeting. Well over 150 staff and close to 25-30 parents participated in the Self Assessment throughout the AACCS’ Head Start service area. From the result data, Mr. Nehring prepared the 2010 Self Assessment Report. He distributed and reviewed how to read and interpret the report, which includes a Report of Strengths and a Program Improvement/Action

Plan. The latter is created by identifying any needs or areas needing improvement, and then writing an action plan for how to improve it.

**Head Start's 2010 Strategic Long and Short-Term Strategic Objectives.** Mr. Nehring distributed a draft of the program's Strategic Long- and Short-Term Objectives, which are part of the Head Start Strategic Plan. He pointed out that this was just finished during the previous week and is still only in draft form. The finalized Strategic Plan will be presented at the June Board meeting. For this strategic planning period, he used a survey of the Head Start staff to identify specific areas of need. Over 250 staff participated in the survey. From the results, these strategic objectives were identified to be addressed over the next three years.

**2010 Head Start T/TA Plan (Training & Technical Assistance).** Mr. Nehring distributed a draft of the AACS Head Start program's T/TA Objectives, which are part of the 2010 Head Start Strategic Plan. He pointed out that this was just finished during the previous week and is still only in draft form. The finalized T/TA Plan will be presented at the June Board meeting. For this planning period, he, once again, used a survey of our staff to identify specific areas of need where more than 250 AACS (Head Start) staff participated. From the results, these training & technical assistance objectives were identified to be addressed over the next year.

Mr. Nehring encouraged the Committee members to review all of the information provided to them at this meeting and to contact him with any questions or concerns. Rev. Manning reiterated the benefit of the Committee members reading all of this information before the full Board meeting in June. He encouraged every member to be present at this particular Board meeting to serve as encouragement and support to Aubrey and the Head Start program as well as to answer questions that may arise from other Board members. He feels that the Committee members being able to answer such questions will help to exemplify some of the things happening in the program.

*Ms. Tinsley made a motion to approve and recommend full Board approval to submit the above seven presented items: 1) FY2011 Head Start/Early Head Start Refunding Application, 2) FY2011 American Recovery and Reinvestment Act of 2009 (ARRA) Head Start Expansion Refunding Application, 3) FY2011 ARRA Early Head Start Expansion Refunding Application, 4) 2010 Head Start Community Assessment, 5) 2010 Self Assessment/Program Improvement Plan, 6) Head Start's 2010 Strategic Plan, and 7) the 2010 Head Start Training and Technical Assistance Plan. Ms. Drury seconded the motion; motion carried.*

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

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

### ***ADJOURNMENT***

There being no further business...

*The meeting adjourned at 1:00p.m.*

Rev. Jerry Manning  
Acting Chair