



**WKUCCC Board Meeting Agenda
Center for Research and Development
2413 Nashville Road**

April 22, 2019

Call to Order

The regular meeting of the WKUCCC was called to order at 10:36am (CT) on Monday, April 22, 2019. A quorum of members was present. The meeting was chaired by Laura Hagan.

Committee Members Present:

Dr. Cheryl Stevens, Dean, Ogden College of Science and Engineering, Western Kentucky University, President WKURF
Ms. Laura Hagan, Attorney Kerrick Bachert, Chair
Mr. Michael Coleman, parent representative
Mr. Michael Minter, WKURF Member, Broadcom Limited

Others Present

Chris Watkins, Executive Director Training/Technical Assistance Services
Thelma Jackson, Director, Child Care Center
Ms. Regina Allen, Assistant Director, Office of Sponsored Programs
Dr. Jenni Redifer, Assistant to the Dean for Research, College of Education & Behavioral Sciences

1. Approval of Minutes

The minutes for January were presented to the Board for review and approval. A motion to approve the January minutes was made by Mr. Michael Minter, second from Mr. Michael Coleman. Motion carried unanimously.

2. Review of Financial Reports

Monthly and quarterly financial reports for Head Start/Early Head Start were provided to the Board. The Board was also provided the Child and Adult Care Food Program report within the financial documents. The members of the Board acknowledged receipt of all the financial documents and reviewed and discussed the reports. Copies of said financial reports provided to the Board are attached hereto.

Chris provided an overview of the Head Start Federal Financial Reports, forms 425, 428, 429. Motion to approve financial reports 425, 428, 429 made by Michael Minter, second by Michael Coleman, carried unanimously.



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Chris Watkins reviewed the Non-Federal Share updated rates.

Chris also informed the Board of a letter from the Office of Head Start stating Western Kentucky University is eligible for a non-competitive grant. Murray was also advised that it was eligible for a non-competitive grant for Early Head Start as well, instead of a competitive grant, which was a concern. Murray has implemented procedures to address the previous transportation issue so that the number of children getting on and off a bus are being counted and compared. The federal government has chosen not to pursue any further action on the matter.

Chris Watkins reviewed the Child and Adult Care Food Program Reports with the Board. A motion to approve the Child and Adult Care Food Program report made by Michael Minter, second from Mr. Michael Coleman, carried unanimously.

Motion to approve the financials for Head Start made by Michael Minter, second by Michael Coleman, carried unanimously.

Motion made to approve the financials for Early Head Start made by Michael Minter, second by Michael Coleman, carried unanimously.

Chris Watkins also reviewed the following documents with the Board:

- ACF-IM-19-01 General Disaster Recovery Flexibilities
- COLA supplemental funds documentation

- Program Reports –Enrollment, Outcomes, Data

Director Thelma Jackson reported to the Board that the center is fully enrolled. There are no changes from the last quarter. The center is partnering with the state for assistance in the areas of Math and Language. Michael Minter asked about the center's waitlist. Thelma informed the Board that there are currently 35 children on the waitlist for Infant/Toddler and 22 children on the waitlist for Preschool.

Michael Minter asked what would be needed to decrease the waitlist. Currently there is no additional space available in Jones Jagers, but there is some space at the Bryant Way center that could be utilized. Additional funds would be needed to decrease the waitlist. Because of the Head Start regulations and the NAYEC Accreditation (National Association for the Education of Young Children), only eight infants are allowed per room or teacher.

3. Review of EHS grant budget and narrative, submission due through Murray 5/31/19

Chris Watkins provided the Board with an overview of the EHS grant application. There are currently three goals for the program: to provide comprehensive programs to infants/toddlers, to ensure families have access to health and nutrition support networks, and to place a greater emphasis on engaging families in the lives of their children. The center will still serve 15 of the 115 children slots at the Murray location.



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A motion to approve the EHS grant application year one of five made by Mr. Michael Coleman, second by Mr. Michael Minter, carried unanimously.

4. Review option changes for new 5 year grant cycle (due 7/31/19); draft budget and goals/objectives

Chris Watkins presented the options changes for the new grant cycle to the Board. It has been updated to reflect the following program options: 20 full-day children, 19 part year children, 5 children slots will be moving to full day, and 17 slots full day full year. The budget has also been changed to increase the general salary scale and to include an Operations Manager within Head Start/Early Head Start rather than through Training & Technical Assistance Services. The current Business Manager works within Training and Technical Assistance Services. The goal is to have an operations manager that can take over those duties and is closer to the program when the current Business Manager retires. The remaining employees in Training & Technical Assistance Services will not be able to take on the Head Start/Early Head Start duties that are currently being done.

Dr. Redifer mentioned to the Board that Dr. Murphy suggested that eight teachers be budgeted into the next grant cycle. There are six in the budget presently, but due to retention and attrition there might be room for additional teachers. Chris Watkins told the Board he would look over the numbers and add the additional teacher as Dr. Murphy suggested. If the proposal is rejected either partially or entirely, they will return to the original budget request. The new revisions will be sent out at a later date to reflect the changes suggested.

5. Other Updates

Thelma Jackson notified the Board that one teacher will be retiring July 1, 2019. Her family was Family of the Year for WKU two years ago. She has 27 years of service at the center.

Dr. Redifer notified the Board that new carpet will be installed in the Jones Jagger building over the summer.

Adjourn at 11:30am