



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

January 28, 2019

Call to Order

The regular meeting of the WKUCCC was called to order at 10:10am (CT) on Monday, January 28, 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 Minter, WKURF Member, Broadcom Limited
Dr. Corinne Murphy, Dean, College of Education & Behavioral Sciences

Others Present

Chris Watkins, Executive Director Training/Technical Assistance Services
Thelma Jackson, Director, Child Care Center
Ms. Christy Murphy, consultant, Grants, Contracts, Accounting

1. Approval of Minutes

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

Laura Hagan asked about progress on the discussion from the October meeting concerning a formal request for a new staff position. Dr. Murphy's office has reviewed expenditures for the last 5 years. They have noticed that wages for the positions have remained constant, but the fringe costs associated with the wages have grown significantly. She also discussed part-time and student wage fluctuations. Dr. Murphy hopes to be able to give an update on the likelihood of that request at the April meeting.

2. Governance Training

Chris Watkins provided governance training to the Board prior to the regularly scheduled meeting at 9:00am. The Board was provided with the Leaders Engaged as Decision-Makers (LEAD) packet for the training.

The Board Discussed the conflict of interest section included in the LEAD packet, with regards to Michael Minter's service on the Board, in light of his spouse being a State



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Representative and an employee of WKU. This issue will be further explored by legal counsel.

3. 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.

When Chris Watkins reviewed the Non-Federal Share contractual from Audubon CAA there were questions around sources of Non-Federal Share. The accounting was sufficient; however, Audubon had some confusion on how the funds were to be coded due to recently hiring a new Head Start and fiscal director. Chris will be returning to Audubon to go over their source documentation in more detail.

Motion to approve the January financial documents that include the November and December 2018 expenditures made by Dr. Corinne Murphy, second from Mr. Michael Minter. Motion carried unanimously.

Motion to approve the Child and Adult Care Food Program report made by Michael Minter, second from Dr. Corinne Murphy. Motion carried unanimously.

Chris Watkins also reviewed the following documents with the Board:

- ACF-PI-HS-18-05 Supplemental Funds to Increase Program Hours
- ACF-PI-HS-18-06 FY 2019 Head Start Funding Increase
- ACF-IM-18-01 Father Engagement

4. Review of COLA supplemental funds budget/narrative; submission date 3/1/19

The Board was also provided a Cost of Living Adjustment (COLA) report separate from the financial documents. The members of the Board acknowledged receipt of the COLA documents and reviewed and discussed the reports. Copies of said reports provided to the Board are attached hereto.

Chris Watkins presented the draft budget and narrative for the COLA increase of 1.77%. WKU initiated a 2% salary increase effective January 1, 2019. COLA funds will be applied for an increase in salary, fringe and partial funding for health insurance increase for FY19.

Motion to approve the Cost of Living Adjustment report made by Dr. Corinne Murphy, second from Mr. Michael Minter. Motion carried unanimously.



5. Overview of program option changes for new 5-year grant cycle (due 7/31/19)

Chris Watkins and Janine Kiernan, Program Financial Specialist for Training & Technical Assistance Services, recently began considering programmatic changes for the Warren County Head Start & Early Head Start office. They met with the program managers to discuss program hours and possible changes to the organization.

Rather than send funds to the Murray and Audubon delegates under contractual relationship, the Warren County office is considering retaining some of those delegate agency funds under contractual relationship to add an Early Head Start service independent of the Murray delegate agreement. The delegate relationship is more supplemental in the case of Murray and Audubon, and their programs would not be affected by this change. The largest need in this service area is infants and toddlers. Warren County is currently serving less than 20% of the eligible population.

A separate grant would have to be written showing the Regional and Federal Office of Head Start that there is need and that the Warren County office has the capacity to administer Early Head Start in the service area. There is also a plan to include a new position within this proposed grant application.

6. Review updated program plans

Updates on this item will be provided at the April meeting.

Adjourn 10:51am