

WKUCCC Policy Council Meeting

April 24, 2018

Indian Hills Country Club 11:30 am

Welcome: Introductions were given.

Monthly Report

Due to the budget constraints, the Policy Council members requested that the WKUCCC management staff keep them informed of the staffing issues.

Thelma discussed the problem WKUCCC was experiencing with enrollment regarding the Warren County School System. She reported that on multiple occasions last fall staff from county school system (Briarwood) visited the homes of families that were attending WKUCCC Head Start Program at Bryant Way. The families were enrolled with the county schools and then would disclose paperwork to WKUCCC staff at a later date. Thelma stated those efforts were concerning as they impacted our families with confusion and also affected our enrollment efforts.

Thelma also discussed personnel issues regarding students and the need to hire full-time employees that had a desire to commit to the program's vision. She summarized the impact of not hiring vested full-time employees such as the situation with the current Infant Room and the difficulties that had transpired there. This room is currently under total renovation of staff which will involve the EHS parents input. Our policy council parents particularly the two EHS parent representatives requested to be updated as changes arises.

Thelma stated we are hiring more Student Workers and 25 hour employees to fill vacancies. We are experiencing the Student Workers and 25 hour employees do not have the flexibility and several of the 25 hour employees are taking on other positions in the community to work additional hours are resigning to take on full-time positions.

Krista Graves, Bowling Green City Schools Representative supported the idea that the generation of persons working in the child care field seems to be of a lesser caliber and she felt this was more common than anyone realizes. Krista and Ashley Lillard, Barren River District Health Department stated they felt WKUCCC was a top notch program and they referred families to us on a regular basis.

Stephanie discussed school readiness and handed out her information sheets. She explained that assessments were done regularly and according to age. Results are known as outcome data. She stated current results look different because there was a change in the system middle of the year which impacted the results. She stated the fall to winter results showed some differences that she hoped would improve this spring. Stephanie stated that we would like for 70 percent of children to meet/exceed goals at end of school year. She feels that glitches in system are cause of problem and feels future information will reflect a higher percentage. Krista and Stephanie also mentioned that indicators had changed which would also impact the assessment results.

Stephanie reported that spring results will be available by the end of May.

Becky provided an update on health for the children enrolled. Also explained the status of immunization and the change for children by this coming school year. Ashley provided updated information sheet on shot requirements. Becky also shared the information about transitions that would be taking place next month and that 49 children would be transitioning to kindergarten from our program. Also shared that ongoing enrollment for all programs is taking place currently.

Financial Report

Thelma made a correction to the financial report cover page. The Policy Council meeting date should read April 24, 2018.

Thelma reviewed the financial reports giving a page by page explanation of the figures for the program. The items reviewed and discussed were: FY 2016-17 Head Start, FY 2017-18 Head Start & Early Head Start, CACFP (Summary Report of food expenditure and CACFP reimbursements. Separate Attachments, Other documents and *Note: Draft copies of the HS and EHS grant application narratives will be distributed electronically for review by end of April.* She also reminded the members the budget information is available on our web page for review at any time.

Early Head Start and Head Start proposed Goals & Objectives/Budget

The EHS and HS proposed budget for 2018-2019 was thoroughly reviewed. Thelma stated, our Executive Director, James Watkins, addressed the Board on April 16, 2018 and stated the proposed EHS & HS draft budget was contingent upon the State of Kentucky's final decision regarding the retirement bill. If the major increase did not take place the budget would be reworked. Atty. Laura Hagan, Board Chair stated, this is a preventative plan in place and we would revisit once we learn the outcome of the true percentages. She stated that we had met goals and objectives for this grant year. Thelma asked if there were any questions or comments at this time.

Thelma also reviewed the Annual Report and explained the funding as well as outcome information.

There were no questions regarding the annual reports and the council was in agreement with the information presented.

The motion to approve the EHS Goals and Objectives/Proposed Budget was made by Jahad Morris and Seconded by Shaterica Duncan.

The motion to approve the HS goals and Objectives/Proposed Budget was made by Jahad Morris and Seconded by Shaterica Duncan.

The next meeting will be July 24th and this meeting was adjourned at 1pm.

SUPPLEMENTAL MINUTES:

COLA REVIEW AND APPROVAL MINUTES

WKUCCC Policy Council members received and reviewed the draft budget and narrative for COLA increase of 2.6% of FY18 budget at April meeting and received updated budget and narrative information on May 24, 2018 prior to due date for supplemental funds.

Data for FY 17 and FY18 annual budget expenditures of health and retirement fringe costs, identified that COLA funds are critically needed to fund fringe benefit increases that had previously reduced the operational funds that were re-budgeted to meet increasing fringe costs in FY 18. This application will apply COLA funds to existing fringe and personnel expenses for FY18 that are not fully funded. No questions or changes were suggested and the submission for supplemental COLA funds was approved.

WKUCCC Policy Council members received and reviewed the budget for year five of FY18 budget at April 23, 2018 meeting and received updated budget and narrative information prior to due date for grant continuation funds. No questions or changes were suggested and the submission for EHS grant application was approved.