

Sequatchie Valley Planning and Development Agency Board Meeting

Friday, February 5, 2010

10:30 a.m. Central Time

Dunlap City Hall – upstairs meeting room

Members present: Gregg Ridley (Bledsoe County Mayor), Billy Simpson (Jasper Mayor), Michael Hudson (Sequatchie County Mayor), Dwain Land (Dunlap Mayor), Ray Evans (SETHRA)

Others present: Judy Graham (COO/Head Start Director), Vicki Mears (Fiscal Manager), Gary Harwell (consultant for internal audit)

Prior to the meeting beginning, informal discussion took place including needs related to the renovation of the Bledsoe County building. We are concerned about the roof which was replaced in the 1990's as is showing wear as well as the walls and windows. Judy mentioned that we had previously received an estimate to pressure wash the building and replace some of the wood panels on the lower windows. She believed the estimate was perhaps \$20,000. Gregg felt this was high; Judy mentioned that "government" rates seem to develop. We also have other roof issues in the other two old school buildings we utilize, Dayton and Griffith Creek. The roof in Dayton has a manufacturer's warranty, and although we have had bad experiences with such guarantees it does seem that the company may accept responsibility for problems there. The inspector patched two places this week, and we will see what develops. Strategies of applying for some grants, even some that would require a match took place as well as making possible one-time funding requests (limited availability).

- I. The meeting was officially called to order by Chair Gregg Ridley at 10:45.
- II. **Following discussion the minutes of the November 24, 2009 meeting were approved after a motion by Billy Simpson, seconded by Michael Hudson.**

III. Old Business

A. **Status of Head Start Refunding Package**

Vicki Mears reported that our Head Start refunding which began January 1, 2010 has been fully funded since we received amendment #1. The grant award information is in the handout, there were no issues in the refunding letter.

B. **On-site Federal Monitoring Review Report**

As discussed previously, our federal monitoring review went well and we received this week our official letter which states that we are in compliance. A minor item was repaired at the Tracy City center, while the review took place and this is noted in the report which was also included in the packet.

IV. New Business

A. **Election of Officers**

Ray Evans reported for the nominating committee the following slate of officers which **were elected by acclamation, following a motion by Billy Simpson**. Elected were:

Board Chair – Michael Hudson

Vice Chair – Greg Johnson

Secretary – Billy Simpson

Chair Michael Hudson was congratulated and presided over the remaining business items.

B. **Recruitment Tool**

The agency recruitment process instrument was presented, with no changes from the one used currently. Also discussed was the distribution of slots, and the management recommendation that we consider moving

one class from Spring City to Dayton, as there is a greater need in Dayton. The possibility of doing additional busing was discussed and staff reported that the parents on the waiting list are always offered the opportunity to go to Spring City, more busing does not appear practical due to restrictions on bus route times. **A motion was made by Ray Evans, seconded by Gregg Ridley to approve the recruitment and selection plan. The motion carried.** Further consideration on slot distribution will be taken up at the next meeting.

Also discussed was the status of the Head Start extended hour child care services in Dayton. Handouts were used to illustrate that we are currently losing over \$500 monthly. If we were able to collect even one or two more certificates or state scholarships for child care costs, we would be in the black but the parents enrolled are not qualifying for help. In some cases it is impossible to document that both parents are working, and also some of the parents who use the child care at the agency scholarship rate of \$20 weekly do not have proof of citizenship so they do not qualify for the child care certificates. All children whether the parents citizens or not, may enroll in public school and Head Start. It was agreed that it does not seem practical to keep offering this service. Since so much of the discussion was related to Rhea County, an attempt to reach Rhea County Mayor Billy Ray Patton was made. He will be available for staff discussion later, and it was agreed to inform him of the issues in order to get input. (Note: Mayor Patton was reached after the meeting by staff and was made aware of the situations and possible changes. He also agreed to check into the septic system issues that recently developed at the Dayton location.)

V. **Other Reports and Training Items**

The Head Start Director offered some highlights from her written report. It was noted by Vicki that we are extremely pleased to have a decrease in the percentage we contribute to the state retirement system. Although the system

has lost money due to the stock market, the individual entities rates are largely determined by the age of the employees, their length of employment, and their retirement status. Judy also pointed out the informational report related to our ARRA funding. We are pleased to know that the same amount of one time funding received this budget period is being requested in the President's budget for fiscal year 2011. Some of the one time money we utilized for playground improvements will be coming back to us again as a permanent funding increase, so this will help our maintenance and repair line to fund some of the other minor needs. As discussed earlier however, the major roof projects generally have required one time funding or grants as large building roofing projects can run into the \$50,000 and more level. Other aspects of the program operation are on target, and the Head Start grant spend-down from the Head Start period ending December 31, 2009 is about complete as checks are paid for outstanding items.

VI. **Personnel Report**

It was noted that the status change for the part-time teacher aide in Lone Oak has changed as she had decided to stay the rest of the school year. One employee resigned in order to complete her student teaching. A motion was made by Ray Evans, seconded by Gregg Ridley to accept the personnel report. The motion passed.

VII. **Next Meeting dates and dates for spring retreat**

Discussion took place of the next meeting dates and a Board retreat. Due to the upcoming elections, it was agreed that a fall retreat would be more useful. One of our Board members is not seeking re-election and others will be standing for election this spring and summer. The next meeting is scheduled for April 23, 2010 at 10:30 a.m. at the Dunlap City Hall. The group adjourned for informal discussion over lunch.

Handouts provided: minutes from the November 24, 2009 meeting, director's report for Policy Council and Board, grant / refunding award, budget reports, state retirement contribution notice, DHHS letter related to audit, reports for Gary Harwell, recruitment tool, Program Information Report for Board and Policy Council, attendance report to include meal counts and USDA reimbursement, handout related to income eligibility, OHS Overview of Findings 2009 review letter, progress by mid-year chart

Respectfully submitted by Secretary Billy Simpson

Prepared with staff support

Date approved at subsequent meeting