



POLICY COUNCIL MEETING

Location: Breckinridge-Grayson Programs, Inc.
201 E. Walnut Street, Leitchfield, KY 42754
Training Room

Date: 5/25/2011

Time: 11:00 a.m.

----- Minutes-----

Total Number of Policy Council Members- (9)

Total Number Present Today- (6)

Members Present: Stephanie Spears, Russell Blakeman, Lisa Ragsdale, Michelle Logsdon (alternate), Jessica Hayes and Amanda Gonczy

Members Absent: Mary Hunt, Rebecca Taul, Krista McDowell and Beverly Hinton,

OLD BUSINESS

April 2011 Minutes

Amanda Gonczy made a motion to approve the April 2011 minutes. Russell Blakeman seconded the motion. All agreed.

NEW BUSINESS:

Summary Annual Report for June 1, 2009-May 31, 2010

Jessica Hayes made a motion to approve the June 1, 2009-May 31, 2010 Summary Annual Report. Russell Blakeman seconded the motion. All agreed.

Program Reports

The monthly reports for April 2011 were mailed to the Policy Council members for review and discussion. There were no questions regarding the April 2011 monthly reports.

Updated Job Descriptions

Russell Blakeman made a motion to approve the following job descriptions collectively. Amanda Gonczy seconded the motion. All agreed.

Head Start Teacher

Head Start Associate

Education Assistant

Home Based Services Manager

Family & Community Partnership Manager

Disabilities/Mental Health Coordinator

Quality Manager

This was tabled at the April meeting to allow the Policy Council members adequate time to read the updates.

Organizational Chart-

Amanda Gonczy made a motion to approve the updated Organizational Chart. Michelle Logsdon seconded the motion. All agreed.

Update to Personnel Policies and Procedures

Amanda Gonczy made a motion to approve the most recent change to the Personnel Policies and Procedures regarding when staff report to work and the Agency sending them home due to low attendance in the classrooms. Michelle Logsdon seconded the motion. All agreed.

The next Policy Council meeting is scheduled for June 15, 2011.

Russell Blakeman made a motion to adjourn the meeting. Amanda Gonczy seconded the motion. All agreed. The meeting was adjourned.

Approved By:

Policy Council Chairperson

Executive Director

Date of Approval