

FACT, Inc.
Board of Directors Meeting Minutes
January 26, 2017

Board members present:

Dr. James Fouse (Union County), James McMennis (Union County), Lisa Oden (Ouachita County, by phone), Dr. Levenis Penix (Calhoun County), Dale Smith (Dallas County)

Board members absent:

Eric Burton (Columbia County), Jeremy King (Union County), Charles Moore (Ouachita County), Evelyn Page (Hempstead County), Nicole Williams (Lafayette County)

Others present:

Trena White (Executive Director), JoAnn Muldrew (Assistant Director), Kelly Pope (Administrative Assistant), Don McGaugh (Fiscal Officer), Pat Yarbrough (HR Coordinator), Melissa Risher (ERSEA Coordinator)

Call to order:

In the absence of the Chairperson, Dr. James Fouse, Board Vice-Chairperson, welcomed everyone and called the meeting to order at 3:11 p.m. on Thursday, January 26, 2017. It was determined that there was not a quorum present.

Director's report:

Trena White reviewed the director's report that had been previously sent to the Board members and added that the agency will be conducting an all-staff training on February 20 and that there will a conference call with the regional office on February 21 to discuss low enrollment.

Committee selections:

Kelly Pope outlined the agency committees that require Board participation. It was decided by the Board members that committee participation would remain the same. Positions are listed below:

- Community Assessment – Charles Moore, Lisa Oden (all positions filled)
- Content Area Plans – Lisa Oden (1 position open)
- ERSEA – Dr. James Fouse, Dale Smith (all positions filled)
- Evaluation – Dr. James Fouse, James McMennis, Dale Smith (all positions filled)
- Finance – Jeremy King, Dr. Levenis Penix (all positions filled)
- Grievance – Dr. James Fouse, James McMennis (all positions filled)
- Transportation – Charles Moore, Nicole Williams (all positions filled)

Meeting day & time:

There will be no changes to the current meeting day and time of the fourth Thursday of the month at 2:45 p.m.

{At 3:23 p.m. the Board broke to allow time for more members to arrive and reconvened at 3:25 p.m. During the break, Dr. Levenis Penix arrived and it was determined that there was a quorum present.}

Finance report:

Don McGaugh reviewed the previously sent financial information. Head Start and Early Head Start (EHS) reports sent to the Board were for both the year ending October 31, 2016 and the current year (as of December 31, 2016). The ABC and HQPP reports are for only the current year. As of today, all outstanding invoices for the year ending October 31, 2016 have been paid, leaving approximately \$33,000 to pay on the central office mortgage. Approximately \$3,300 of the southwest funds will be returned to Head Start. This is due to the cost of the new bus being lower than originally anticipated. For the current year, Head Start/EHS spending for both the original and southwest counties is at 10-12% which is in line with where spending should be at this point in the year. Due to low enrollment, the ABC program is short approximately \$41,000. Changes have been made to the budget to compensate for the shortfall. The HQPP program is at 45% which is in line where spending should be at this point in the year. Dale Smith made and James McMennis seconded a motion to approve the finance report as presented by Don McGaugh. The motion carried unanimously.

Personnel report:

Pat Yarbrough reviewed the previously sent personnel report. There were no changes or updates to the mailed reports. Dr. Levenis Penix made and Dale Smith seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

September 29, 2016 and November 15, 2016 meeting minutes:

Dr. Levenis Penix made and James McMennis seconded a motion to approve the September 29, 2016 and November 15, 2016 meeting minutes as written. The motion carried unanimously.

ERSEA Committee recommendations:

Melissa Risher reviewed the previously sent committee recommendations. Changes were made to meet the new Head Start Performance Standards.

Application Verification Checklist: Points were added to prioritize three-year-olds in most centers and foster/homeless children. James McMennis made and Dale Smith seconded a motion to approve the Application Verification Checklist as presented by Melissa Risher. The motion carried unanimously.

Procedures for placing applicants into available slots: To help with the low enrollment in most locations, eligible children will be accepted as applications are processed rather than waiting for set deadline dates. James McMennis made and Dr. Levenis Penix seconded a motion to approve the procedure for placing applicants into available slots as presented by Melissa Risher. The motion carried unanimously.

Recruitment Plan: There were no changes to the Recruitment Plan this year.

ERSEA Content Area Plan changes:

Melissa Risher reviewed the previously sent changes to the ERSEA Content Area Plans. Changes were made to meet the new Head Start Performance Standards and include a process for contacting parents of absent children and strategies for promoting regular attendance. James McMennis made and Dale Smith seconded a motion to approve the ERSEA Content Area Plan changes as presented by Melissa Risher. The motion carried unanimously.

Early Head Start (EHS) conversion:

Trena White explained to the Board the agency's plans to request a conversion of Head Start slots to EHS slots. She reviewed the problems that have been experienced with low enrollment in Head Start. The Community Assessment, extensive EHS waiting list, and other research show that there are children in need of the EHS services. She reviewed the centers that may have Head Start classrooms closed and EHS classrooms opened. The budget is not final at this time and a major concern is the amount of money that would be taken from Head Start. This will be reviewed and calculated to ensure the sustainability of the program after the changes are made. In total, 129 Head Start slots will be converted to 24 EHS slots. Adding an EHS Director is also being considered. One-time funds will be requested for the retrofitting of the classrooms. It will be requested that the change take effect in August of this year with the actual operation of the new EHS classrooms beginning in January 2018. Various aspects of enrollment, the effect of the conversion on enrollment, and staffing of the new EHS classrooms were discussed. James McMennis made and Dale Smith seconded a motion to approve the Head Start to Early Head Start conversion as presented by Trena White. The motion carried unanimously.

Early Head Start (EHS) carry-forward request:

Trena White reviewed the previously sent carry-forward request for the Magnolia EHS poured-in-place playground surfacing. Due to inclement weather, the contractor was not able to install the playground surfacing by the end of the year cut-off date. The agency will request to carry-forward approximately \$17, 295. James McMennis made and Dr. Levenis Penix seconded a motion to approve the Early Head Start carry-forward request as presented by Trena White. The motion carried unanimously.

Better Beginnings training stipend:

JoAnn Muldrew reviewed the previously sent CLASS Observation Incentive Program information. The agency is required to perform CLASS observations which means that Education Advisors and Program Managers must be certified, complete reports, mentor staff members, provide training, and many other duties that require them to work after hours. For compensation, the agency would like to provide the observers a \$500 per year (\$250 per assessment period) stipend that will be funded through the state's Better Beginnings program. Approval has been received from the state to use Better Beginnings funds for this purpose. Dr. Levenis Penix made and James McMennis seconded a motion to approve the Better Beginnings training stipend as presented by JoAnn Muldrew. The motion carried unanimously.

Policy Council by-laws change:

Trena White reviewed the previously sent information regarding a change to the Policy Council by-laws. The new Head Start Performance Standards now allows Council members to serve a maximum of five year. This is an increase from the previous maximum of three years. The by-laws will be updated to reflect the Standard change. Dale Smith made and Dr. Levenis Penix seconded a motion to approve the Policy Council by-laws change as presented by Trena White. The motion carried unanimously.

Election of officers:

It was decided by the Board members that officers would remain the same, which is Jeremy King as Chairperson and Dr. James Fouse as Vice-Chairperson. Dr. Levenis Penix made and James McMennis seconded a motion to approve the continuation of Jeremy King as Chairperson and Dr. James Fouse as Vice-Chairperson. The motion carried unanimously.

Executive session:

The Board adjourned to executive session at 4:42 p.m. and reconvened at 5:01 p.m. There was no action taken in Executive Session.

Adjournment:

With no further business, the meeting was adjourned at 5:01 p.m.

Kelly Pope, Board Secretary