

FACT, Inc.
Board of Directors Meeting Minutes
March 30, 2017

Board members present:

Jeremy King (Union County), Charles Moore (Ouachita County), Evelyn Page (Hempstead County), Dr. Levenis Penix (Calhoun County), Dale Smith (Dallas County), Nicole Williams (Lafayette County)

Board members absent:

Eric Burton (Columbia County), Dr. James Fouse (Union County), James McMennis (Union County), Lisa Oden (Ouachita County)

Others present:

Pat Yarbrough (HR Coordinator), Kelly Pope (Administrative Assistant), Don McGaugh (Fiscal Officer), Libby Blake (Education Advisor), Dianna Larkin (Education Advisor), Teona Ford (Education Advisor), Travis Morehart (Auditor, Cook & Morehart)

Call to order:

Jeremy King, Chairperson, welcomed everyone and called the meeting to order at 2:50 p.m. on Thursday, March 30, 2017. It was determined that there was not a quorum present.

Director's report:

Pat Yarbrough reviewed the director's report that had been previously sent to the Board members. She updated the Board on the status of the Early Head Start (EHS) expansion grant for the southwest counties. Unfortunately, the grant was denied. However, the state did receive an EHS grant and the agency can apply for funding through the state.

School Readiness report:

Teona Ford reviewed the EHS data and action plan. Growth was seen in most areas. Teona explained that because children are entering and leaving the EHS program throughout the year, it can be difficult to track patterns in the data. EHS children are assessed three times per year. Dianna Larkin reviewed the HS data and action plan. Growth was seen in all areas for three-year-olds with the most growth seen in the literacy and mathematics areas. She informed the Board that data is collected in many more areas (location, male/female, dual language learners, etc.) than those presented in today's meeting and that HS children are assessed three times per year (in October, February, and May). The goal for the end of the year is 85% proficiency.

{At 3:03 p.m., Dale Smith joined the meeting. It was determined that there was now a quorum present.}

Dianna Larkin also reviewed the Family & Community Engagement Partnerships data. Tequila Smith, the Partnerships Coordinator, has recently begun gathering information in two new areas; domestic violence and asset building services. Libby Blake reviewed the ABC data. Growth was seen in all areas from the first to second assessment period for both three- and four-year-olds.

{At 3:15 p.m., Charles Moore joined the meeting. It was determined that there was still a quorum present.}

Audit report & training:

Travis Morehart reviewed the audit report that was handed out during today's meeting. There were no findings. Just over \$8.5 million in federal funds were spent in the year. Travis encouraged the Board to work on fundraising in order to have a "cushion" in the general fund and suggested \$100,000-\$200,000 as a good amount to have on hand. He commended the agency for paying off the mortgage early. Dr. Levenis Penix made and Nicole Williams seconded a motion to approve the audit report as presented by Travis Morehart. The motion carried unanimously.

Finance report:

Don McGaugh reviewed the previously sent financial information. Reports are through the month of February 2017. Both Head Start grants and the Early Head Start grant are at 25-30% which is where spending should be for this time of the year. He explained that the mortgage category shows as being over budget due to there not being money budgeted to the mortgage this year. It was anticipated that the mortgage would be paid off before the end of last year. It wasn't and the final payment had to be made during the current year. ABC spending is at 62%. The Head Start/EHS year end is in October

and the ABC year end is in June. Dale Smith made and Evelyn Page 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 was one change from the previous report; the resignation of Rebecca Hiatt (FSA position at Camden). Head Start vacant positions will not be filled before the end of the current program year in May, but will instead be filled during the summer with new staff starting in August. Charles Moore made and Dr. Levenis Penix seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

January 26, 2017 meeting minutes:

Nicole Williams made and Dale Smith seconded a motion to approve the January 26, 2017 meeting minutes as written. The motion carried unanimously.

Low enrollment plan:

Kelly Pope reviewed the previously sent information regarding the low enrollment action plan. Trena White, along with other agency staff, participated in a conference call in February with the agency's regional specialist and other federal staff members to discuss the plans to combat low Head Start enrollment in both the original and southwest counties. A revised written action plan then had to be submitted to the regional office by March 24. The plan outlined the reasons behind the low enrollment as well as the plan to combat the low enrollment. Plans for both the original and southwest counties are basically the same with the exception of applying for an EHS conversion for the original counties. The plan has worked for the southwest counties and no further changes are needed at this time. It is hopeful that the conversion of Head Start slots to EHS slots will solve the low enrollment problems in the original counties. Dale Smith made and Dr. Levenis Penix seconded a motion to approve the low enrollment action plan as presented by Kelly Pope. The motion carried unanimously.

Early Head Start conversion:

Pat Yarbrough reviewed the conversion information that was handed out prior to today's meeting. The agency is seeking to convert 129 Head Start shots to 24 EHS slots. The total on-going budget is \$446,250, of that \$89,250 is required for in-kind. The one-time start-up funding requested is \$168,119. A waiver will be requested for in-kind funds for the start-up budget. The likelihood of more slot conversion being needed in the future was discussed. Dr. Levenis Penix made and Evelyn Page seconded a motion to approve the Early Head Start conversion budget as presented by Pat Yarbrough. The motion carried unanimously.

Adjournment:

With no further business, the meeting was adjourned at 3:46 p.m.

Kelly Pope, Board Secretary