

**FACT, Inc.**  
**Joint Board of Directors and Policy Council Meeting Minutes**  
**May 23, 2017**

***Board members present:***

Dr. James Fouse (Union County), Jeremy King (Union County), James McMennis (Union County), Charles Moore (Ouachita County), Dr. Levenis Penix (Calhoun County)

***Board members absent:***

Eric Burton (Columbia County), Lisa Oden (Ouachita County), Evelyn Page (Hempstead County), Dale Smith (Dallas County), Nicole Williams (Lafayette County)

***Policy Council members present:***

Krystal Anthony (Calhoun County), Misty McGhee (Union County), Cherrie Sweeney (Community Representative), Kristin Williams (Nevada County)

***Policy Council members absent:***

Allanna Baucom (Ouachita County), Amy Crawford (Community Representative), Jerha Crawford (Hempstead County), Tina Rivas (Union County), Danielle Watson (Early Head Start)

***Others present:***

Trena White (Executive Director), JoAnn Muldrew (Assistant Director), Kelly Pope (Administrative Assistant), Don McGaugh (Fiscal Officer), Pat Yarbrough (HR Coordinator), Kathy Sullivan (Special Services Coordinator), Loretta Johnson (Health & Special Services Specialist)

***Call to order:***

Jeremy King, Board Chairperson, welcomed everyone and called the Board meeting to order at 11:41 a.m. on Tuesday, May 23, 2017. It was determined that there was a quorum present.

In the absence of the Policy Council Chairperson, Jeremy King, Board Chairperson, welcomed everyone and called the Policy Council meeting to order at 11:41 a.m. on Tuesday, May 23, 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 and Policy Council members. She updated the members on the Head Start program at Bradley. Trena heard from the Superintendent and our program will continue on the Bradley campus. The annual Strategic Planning session is currently being planned for the month of June.

***{At 11:43 a.m., Misty McGhee joined the meeting. It was determined that there was not a quorum present for the Policy Council.}***

***{At 11:49 a.m., Krystal Anthony joined the meeting. It was determined that there was now a quorum present for the Policy Council.}***

***Finance report:***

Don McGaugh reviewed the previously sent financial information. Head Start is at 49-50%, Early Head Start is at 43%, and the southwest counties are at 47%. All are at a normal range of spending for this time of the year. ABC and HQPP are both at 81%, which is also normal for this time of the year. He reminded the members that ABC and HQPP close on June 30.

Board vote: Dr. Levenis Penix made and Dr. James Fouse seconded a motion to approve the finance report as presented by Don McGaugh. The motion carried unanimously.

Policy Council vote: Cherrie Sweeney made and Misty McGhee seconded a motion to approve the finance report as presented by Don McGaugh. The motion carried unanimously.

***Personnel report:***

Pat Yarbrough handed out and reviewed a newly updated personnel report. Changes made since the report was sent to the members were the transfer of Shaytra Bridges from EHS Teacher at Fairview to Program Manager at Fairview and the transfer of Marcina Beasley from HS Teacher Aide at McNeil to EHS Teacher at Magnolia.

Board vote: Dr. James Fouse made and James McMennis seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

Policy Council vote: Misty McGhee made and Cherrie Sweeney seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

***March 30, 2017 Board meeting minutes:***

Charles Moore made and Dr. Levenis Penix seconded a motion to approve the March 30, 2017 Board meeting minutes as written. The motion carried unanimously.

***March 29, 2017 Policy Council meeting minutes:***

Krystal Anthony made and Misty McGhee seconded a motion to approve the March 29, 2017 Policy Council meeting minutes as written. The motion carried unanimously.

***Special Services form changes:***

Kathy Sullivan handed out and reviewed an updated copy of the Behavior Management Policy. Changes made to the form are necessitated by the new Head Start Performance Standards which state that a child cannot be suspended or expelled from Head Start. In the event of extreme behaviors that may cause harm to the child or others, a child can be temporarily removed from the classroom. Staff will work with the parents of the child removed and continue to provide services so that the child can return to the classroom.

Board vote: Dr. Levenis Penix made and Dr. James Fouse seconded a motion to approve the Special Services form changes as presented by Kathy Sullivan. The motion carried unanimously.

Policy Council vote: Misty McGhee made and Krystal Anthony seconded a motion to approve the Special Services form changes as presented by Kathy Sullivan. The motion carried unanimously.

***Payroll deduction changes:***

Don McGaugh reviewed the previously sent information regarding a change in payroll deductions. The agency currently has employees who are paid over 21, 24, and 26 pay periods. It has been determined that it would be beneficial to the agency to make payroll deductions for insurances over 21 pay periods for all employees. This means that employees paid over 24 or 26 pay periods will not have insurance deductions during some months.

Board vote: James McMennis made and Charles Moore seconded a motion to approve the payroll deduction changes as presented by Don McGaugh. The motion carried unanimously.

Policy Council vote: Krystal Anthony made and Cherrie Sweeney seconded a motion to approve the payroll deduction changes as presented by Don McGaugh. The motion carried unanimously.

***Job Description changes:***

Pat Yarbrough reviewed the previously sent information regarding changes to the agency's job descriptions. It was recommended by Nolo Consulting, who conducted the Wage Comparability Survey, that the job descriptions show a clearer line of supervision and have divisions for things such as qualifications, physical requirements, education requirements, etc. Qualifications were also aligned with the new Head Start Performance Standards. Some position titles will change, however the duties will not change. Job descriptions for all positions are available for Board and Policy Council review at any time.

Board vote: James McMennis made and Dr. Levenis Penix seconded a motion to approve the job description changes as presented by Pat Yarbrough. The motion carried unanimously.

Policy Council vote: Cherrie Sweeney made and Misty McGhee seconded a motion to approve the job description changes as presented by Pat Yarbrough. The motion carried unanimously.

**Reclassification of Program Managers:**

Pat Yarbrough explained to the members that due to the expected change in the salary threshold for determining exempt positions last fall, some positions were changed from exempt to non-exempt. In January of this year an injunction was placed on the change and it is not known when, or if, the change will take place. The agency would now like to change the Program Managers back to exempt status.

Board vote: James McMennis made and Dr. James Fouse seconded a motion to approve the reclassification of Program Managers as presented by Pat Yarbrough. The motion carried unanimously.

Policy Council vote: Misty McGhee made and Cherrie Sweeney seconded a motion to approve the reclassification of Program Managers as presented by Pat Yarbrough. The motion carried unanimously.

**ABC grant:**

Trena White reviewed the previously sent grant information. The agency is requesting \$972,000 for the 2017-2018 ABC grant. Dr. Levenis Penix made and James McMennis seconded a motion to approve the ABC grant as presented by Trena White. The motion carried unanimously.

**PDG grant:**

Trena White reviewed the previously sent grant information. The agency is requesting \$98,400 for the 2017-2018 PDG grant. Charles Moore made and James McMennis seconded a motion to approve the PDG grant as presented by Trena White. The motion carried unanimously.

**Executive session:**

The Board and Policy Council adjourned to executive session at 12:31 p.m. and reconvened at 1:25 p.m.

Board vote: James McMennis made and Dr. Levenis Penix seconded a motion to approve the recommendations made during the executive session. The motion carried unanimously.

Policy Council vote: Cherrie Sweeney made and Misty McGhee seconded a motion to approve the recommendations made during the executive session. The motion carried unanimously.

**Adjournment:**

With no further business, the meeting was adjourned at 1:26 p.m.

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Kelly Pope, Board Secretary

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Policy Council Chairperson

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Policy Council Secretary