

**FACT, Inc.**  
**Board of Directors E-mail Poll Report**  
**July 6, 2017**

**Board members participating:**

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

**Purpose of the poll:**

Due to the urgency of the agency's business and the inability of the members to attend an emergency meeting, an explanation of the item requiring a vote was sent to the members for review. Members were asked to vote via return e-mail. Five members are required for a quorum and eight members participated.

**Assistant/Early Childhood Development Director:**

The e-mail read:

*Shiree Daniels was interviewed on June 15, 2017, by Trena White, Executive Director, and Pat Yarbrough, Human Resource Manager. With over 14 years of Head Start experience, Mrs. Daniels has been a Head Start Teacher's Assistant and Lead Teacher, Education Manager, and Education Administrator. She currently is an Education Coordinator with FACT, Inc., overseeing the education component in Hempstead, Lafayette, and Nevada counties. Ms. Daniels is certified as a "Train the Trainer" which allows continuing education units to be given to the staff she trains on various topics. In addition, she is both CLASS Reliable and a CLASS Trainer. With these certifications, she can observe staff in the classroom setting and train other staff to be CLASS observers as well.*

*During the change of grantees from CDI to FACT, Inc., Mrs. Daniels was instrumental in a successful transition. During this period, she assisted with personnel, facilities, and inventory, and had a wealth of knowledge of the communities including partnering organizations and school superintendents.*

*Mrs. Daniels has an Associate of Arts in Child Development, a Bachelor's of Applied Science, and a Master's of Science in Instructional Technology along with many hours of on-going early childhood education training.*

*A second interview was held on June 27, 2017, with Jeremy King, Board Chair, Dr. James Fouse, Board Vice-Chair, Trena White, and Pat Yarbrough. Allanna Baucom, Policy Council Chair, was invited to attend, but was unable to do so. After discussion among the interview committee, it was recommended to offer the Assistant/Early Childhood Development Director position to Mrs. Daniels pending the Board of Directors and Policy Council approval.*

Of the members participating, all voted to approve moving Shiree Daniels into the position of Assistant/Early Childhood Development Director.

---

Kelly Pope, Board Secretary