

FACT, Inc.
Board of Directors Meeting Minutes
September 27, 2017

Board members present:

Dr. James Fouse (Union County), Jeremy King (Union County), Lisa Oden (Ouachita County, by phone), Dale Smith (Dallas County)

Board members absent:

Eric Burton (Columbia County), James McMennis (Union County), Dr. Levenis Penix (Calhoun County), Nicole Williams (Lafayette County)

Others present:

Trena White (Executive Director), Shiree Daniels (Assistant Director), Kelly Pope (Executive Administrative Assistant), Don McGaugh (Fiscal Officer), Pat Yarbrough (HR Manager), Jaime Elmore (Facilities Coordinator), Amy Crawford (Policy Council Community Representative), Cherrie Sweeney (Policy Council Community Representative)

NOTE: This meeting was originally planned as a joint meeting of the Board and Policy Council. However, due to the absence of all parent members of the Policy Council, it will be only a Board meeting.

Call to order:

Jeremy King, Board Chairperson, welcomed everyone and called the Board meeting to order at 11:44 a.m. on Wednesday, September 27, 2017. It was determined that there was not a quorum present.

Facilities report:

Jaime Elmore presented a slideshow of before and after pictures of recent improvements made at various centers.

{At 11:48 a.m., the Board took a brief break. Upon reconvening the meeting at 11:55 a.m., Lisa Oden joined by telephone and it was determined that there was now a quorum present.}

Director's report:

Trena White reviewed the director's report that had been previously sent to Board members. She updated members on other items not mentioned in the written report including:

- Changes in the way the ABC program counts enrollment and reduces funding in the event of under-enrollment.
- The renewal of leases for the McNeil and Lafayette centers.
- Changes to the employee health insurance costs.
- The need for a Seizure Procedure Plan for children in the programs.
- The meeting with the Junction City School Superintendent regarding the buildings that house our classrooms and how the possibility of the school receiving funding for newly constructed buildings will affect our classrooms.
- The meeting with the Fordyce School Superintendent regarding the ownership of the building that houses our classrooms and the possibility of our classrooms being moved to their new building.
- A break-in at Fordyce Head Start/EHS and the theft of various items.

Finance report:

Don McGaugh reviewed the previously sent financial information. The ABC and PDG programs are only one month into the new fiscal year, so there is very little to report. The original Head Start grant is at 72.6%. Projections show that there could be approximately \$90,000 left in the budget at the end of the fiscal year. These funds would be used on playground and facility improvements and other items. Early Head Start is at 75%. Projections show that there could be approximately \$117,000 left in the budget at the end of the fiscal year. These funds would be used on conversion. The southwest counties grant is at 69%. Projections show that there could be approximately \$85,000 left in the budget at the end of the fiscal year. These funds would be used on playground and facility improvements.

Don reviewed the health insurance increase previously mentioned by Trena White in her Director's Report. The increase to the employee-paid part of the premium will be approximately \$17 per month per employee. The agency pays 75% of the employee premiums. Trena also pointed out that over the history of the agency, insurance rate increases have been minimal. Don informed the Board of the number of employees currently enrolled in the agency's insurance.

Dr. James Fouse made and Dale Smith 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 and handed out an updated report. Dale Smith made and Dr. James Fouse seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

July 20, 2017 joint Board and Policy Council meeting minutes:

Dr. James Fouse made and Dale Smith seconded a motion to approve the July 20, 2017 joint Board and Policy Council meeting minutes as written. The motion carried unanimously.

EHS conversion changes:

Trena White informed the Board of the recent conference call held with the regional office regarding the conversion of Head Start slots to Early Head Start slots. The regional office asked several questions and asked that the agency consider increasing the number of newly created EHS slots. In response, Trena stated that she will look into creating 32 EHS slots rather than the proposed 24. One change that is being considered is to leave the Head Start classroom open at Fordyce and, instead, closing an additional classroom at Camden (for a total of two closing at Camden). Enrollment numbers show that there are not enough children in Camden for the number of slots available. Trena outlined the conversion process, how and when the children will be enrolled, and how staff positions will be filled. The causes of low enrollment were discussed. Dale Smith made and Dr. James Fouse seconded a motion to approve the EHS conversion changes as presented by Trena White. The motion carried unanimously.

Board composition and bylaws changes:

Kelly Pope reviewed the previously sent proposed changes to the Board composition. It has been found that the ratio of directors to children currently enrolled is not proportional, with the ratio being as low as 1 director to 34 slots (Lafayette County) to as high as 1 director to 482 slots (Union County). To correct this, it is proposed that rather than one director per county and three at-large directors, the composition be changed to one director from the combined counties of Calhoun and Dallas; three from the combined counties of Columbia, Hempstead, Lafayette, and Nevada; two from Ouachita County; three from Union County; and one at-large director. The ratios would then range from a low of 1:100 to a high of 1:160. These changes would necessitate updating the Board bylaws as well. Dr. James Fouse made and Dale Smith seconded a motion to approve the Board composition and bylaws changes as presented by Kelly Pope. The motion carried unanimously.

Re-election of Dr. James Fouse to Board:

Lisa Oden made and Dale Smith seconded a motion to approve the re-election of Dr. James Fouse to the Board. The motion carried unanimously.

Privacy of Child Records Content Area Plans and Seizure Procedure Plan:

Shiree Daniels reviewed the previously sent Privacy of Child Records Content Area Plans. This is a new area in the Head Start Performance Standards outlining how personally identifiable information (PII) is to be handled and how requests for information will be documented. Shiree showed the Board the new electronic information request form and how the request will be routed and fulfilled. Families must also be provided with a notice annually about their rights regarding their child's information. This notice has been created and was shown to the Board. All requests will be saved electronically in two separate locations and will only be kept for the length of time required by Head Start.

Shiree Daniels explained to the Board that a child with a seizure disorder was recently enrolled in the program. The disorder was not disclosed to staff until after the child was accepted. In the event of a seizure occurring, this child requires medication that is invasive. The agency's current policy does not allow for staff to administer invasive medication. The agency's lawyer was consulted about this situation and he suggested that an agreement be made with the parents regarding the medication. A letter has been written and will be sent upon Board and Policy Council approval. The letter states that the medication can only be administered by the public school nurse where the center is located or by the family or family-appointed designee. The new plan that will be used for all children with seizure disorders who may enroll in the program will be implemented once approved.

Dale Smith made and Dr. James Fouse seconded a motion to approve the Privacy of Child Records Content Area Plans and the Seizure Procedure Plan as presented by Shiree Daniels. The motion carried unanimously.

Executive session:

The Board adjourned to executive session at 1:07 p.m. and reconvened at 1:49 p.m.

There were no items discussed in Executive Session that required a vote.

Open discussion:

There probably will not be a Board meeting in October. The November meeting will be moved up due to the Thanksgiving holiday.

Problems with finding parents dedicated to attending Policy Council meetings were discussed.

Adjournment:

With no further business, the meeting was adjourned at 1:53 p.m.

Kelly Pope, Board Secretary