

FACT, Inc.
Board of Directors Meeting Minutes
November 16, 2017

Board members present:

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

Board members absent:

Eric Burton (Columbia County), Lisa Oden (Ouachita County), Dale Smith (Dallas County)

Others present:

Trena White (Executive Director), Shiree Daniels (Assistant Director), Kelly Pope (Executive Administrative Assistant), Don McGaugh (Fiscal Officer), Pat Yarbrough (HR Manager)

Call to order:

Jeremy King, Board Chairperson, welcomed everyone and called the Board meeting to order at 3:19 p.m. on Thursday, November 16, 2017. It was determined that there was a quorum present.

Director's report:

Trena White reviewed the director's report that had been previously sent to the Board members. She also informed the Board that the agency's state funded PDG classroom has been approved for a fourth year.

Finance report:

Don McGaugh reviewed the previously sent reports. The agency's fiscal year ended on October 31 and the amounts showing remaining in the budgets have been obligated for spending before the 90 day deadline in January. Head Start in the original counties shows \$247,000 remaining. Early Head Start and Head Start in the southwest counties also show balances remaining, but, as mentioned, all funds have been obligated for spending. ABC is at 26% and PDG is at 24.6%, both of which are as expected for this time of the year. Various aspects of Head Start budgeting requirements were discussed. Dr. Levenis Penix made and James McMennis seconded a motion to approve the finance report as presented by Don McGaugh. The motion carried unanimously.

Auditor selection report:

Don McGaugh outlined the agency's bid process in regards to selecting an auditor. Ads were run in eight newspapers in cities such as Memphis, Dallas, Jackson (MS), Monroe, Little Rock, Shreveport, El Dorado, and others in an effort to obtain bids. Only three bids were received. Of those three, one did not have any Head Start experience and one could not meet the deadlines required by Head Start and ABC. The third and only one to meet the bid requirements was the agency's current auditor, Travis Morehart of Cook & Morehart. Dr. James Fouse made and James McMennis seconded a motion to accept Travis Morehart as the agency's auditor as presented by Don McGaugh. The motion carried unanimously.

Personnel report:

Pat Yarbrough handed out an updated report that showed two new hires since the previously sent personnel report. Vacancies are pending possible transfers due to the EHS conversion. More personnel issues will be discussed during the executive session. James McMennis made and Dr. Levenis Penix seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

September 27, 2017 meeting minutes:

Dr. James Fouse made and Dr. Levenis Penix seconded a motion to approve the September 27, 2017 meeting minutes as written. The motion carried unanimously.

Election of officers:

Kelly Pope explained to the Board members that it was time to review the officers of the Board and hold elections if needed. The Board members decided that officers would remain the same, which are Jeremy King as Chairperson and Dr. James Fouse as Vice-Chairperson. Dr. James Fouse made and Dr. Levenis Penix seconded a motion to approve the continuation of Jeremy King as Chairperson and Dr. James Fouse as Vice-Chairperson. The motion carried unanimously.

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, with vacant positions being filled by new members as they are elected. Positions are listed below:

- Community Assessment – Lisa Oden (1 position open)
- 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 – (2 positions open)

EHS conversion changes:

Trena White explained to the Board that after reviewing agency and community data, it has been discovered that the area with the greatest need for Early Head Slots is in El Dorado. Changes requested are the reduction of 129 Head Start slots and the addition of 32 Early Head Start slots. Funds transferred from Head Start to Early Head Start would be \$408,883. Trena reviewed the section of the report outlining how the agency would cover the start-up costs. In order to not displace any currently enrolled children or cause disruptions due to the retrofitting of the classrooms, the changes would not take place until classes are closed for the summer. This will also allow for the transfer of current HS staff to new EHS positions. If approved, the changes would mean that the total HS/EHS combined slots would go from 776 to 679 with 424 after-conversion HS slots and 255 after-conversion EHS slots. James McMennis made and Dr. James Fouse seconded a motion to approve the EHS conversion changes as presented by Trena White. The motion carried unanimously.

Executive session:

The Board adjourned to executive session at 4:04 p.m. and reconvened at 4:42 p.m.

James McMennis made and Dr. James Fouse seconded a motion to adopt the Policy Council’s recommendation of the termination of Employee A. The motion carried unanimously.

James McMennis made and Dr. Levenis Penix seconded a motion to adopt the Policy Council’s recommendation of the recall of Employee B, with the employee being reassigned to another classroom pending the results of the investigation. The motion carried unanimously.

Open discussion:

A member asked if the safety/security survey that had been completed several years had been updated. Trena White explained that this issue was just recently discussed in a staff meeting and that Jaime Elmore, Facilities Coordinator, will soon be reviewing the previous report and updating it as needed.

Adjournment:

With no further business, the meeting was adjourned at 4:43 p.m.

Kelly Pope, Board Secretary