

**FACT, Inc.**  
**Board of Directors Meeting Minutes**  
**January 25, 2018**

***Board members present:***

Dr. James Fouse (Union County), Jeremy King (Union County), James McMennis (Union County), Lisa Oden (Columbia/Hempstead/Lafayette/Nevada Counties), Dr. Levenis Penix (At-Large), Dale Smith (Calhoun/Dallas Counties)

***Board members absent:***

Eric Burton (Columbia/Hempstead/Lafayette/Nevada Counties)

***Others present:***

Trena White (Executive Director), Shiree Daniels (Assistant Director), Kelly Pope (Executive Administrative Assistant), Don McGaugh (Fiscal Officer), Melissa Risher (ERSEA Coordinator), Libby Blake (Education Coordinator), Teona Ford (Education Coordinator), Dianna Larkin (Education Coordinator)

***Call to order:***

Jeremy King, Board Chairperson, welcomed everyone and called the Board meeting to order at 3:11 p.m. on Thursday, January 25, 2018. 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. Other information not in the written report that she shared that included:

- A guest speaker has been booked for the all staff training that will be held on February 19 at El Dorado High School auditorium. Jon Walker is a motivational speaker and is very knowledgeable about Head Start. He spoke at the Region VI Institute. The Board members are invited to attend.
- The 1020 hour per year requirement for Head Start has been waived. This requirement was part of the new regulations, but since funding was not provided for agencies to be able to implement the requirement, it was decided at the Federal level it would be waived.

***School Readiness report:***

Dianna Larkin, Teona Ford, and Libby Blake reported on the Head Start, Early Head Start, and Arkansas Better Chance school readiness results for fall 2017 and outlined the action plans for all programs.

***Finance report:***

Don McGaugh reviewed the previously sent reports. Head Start and Early Head Start reports were submitted for the year ending October 31, 2017 and for the current year. Spending for the year ending in 2017 is expected to be completed by the end of the day on January 26. For the current year, all programs are around 12-13%, which is in line where things should be. For the ABC and PDG programs, spending is at about 48% which is in line with where things should be. James McMennis made and Dr. Levenis Penix seconded a motion to approve the finance report as presented by Don McGaugh. The motion carried unanimously.

***ABC Cost of Living Adjustment (COLA):***

Don McGaugh informed the Board that the state is giving the ABC program a one-time COLA in the amount of \$12,612. This is not an ongoing adjustment and will not be added to the regular payroll. Dale Smith made and Lisa Oden seconded a motion to approve the ABC COLA as presented by Don McGaugh. The motion carried unanimously.

***Personnel report:***

Shiree Daniels handed out and reviewed an updated personnel report. There were two rehires, one new hire, and several transfers. Interviews are scheduled for some of the vacancies listed and applications are being reviewed also. Terminations will be discussed in executive session. Dr. Levenis Penix made and James McMennis seconded a motion to approve the personnel report as presented by Shiree Daniels. The motion carried unanimously.

**Governance responsibilities updates:**

Trena White explained that she has recently learned that with the new Head Start regulations it is no longer required that the Board and Policy Council vote on the hiring and termination of agency staff. They do, however, have to approve the procedures that the agency uses for hiring and termination. Trena presented several options. It was the consensus of the Board that they agree with the Policy Council decision and that the Board will no longer vote on the hiring and termination of staff with the exception of the positions of Executive Director, Assistant Director, Fiscal Officer, and HR Manager; that the agency follow approved procedures for staffing; and that Personnel Reports continue to be presented to the Board and Policy Council. Trena will bring the updated procedures for staffing to the Board and Policy Council for their review and vote.

**November 16, 2017 and December 1, 2017 meeting minutes:**

Dr. James Fouse made and James McMennis seconded a motion to approve the November 16, 2017 and December 1, 2017 meeting minutes as written. The motion carried unanimously.

**ERSEA Committee recommendations:**

Melissa Risher reviewed the previously mailed information regarding the recommendations made by the ERSEA Committee.

Application Verification Checklist: It is recommended that Taylor ABC be added to the list of centers to prioritize four-year-olds with 60 points. The other recommendation is to separate the category for parents enrolled in school into a category for parents enrolled in school full-time (20 points) and a category for parents enrolled in school part-time (15 points). Dr. Levenis Penix made and James McMennis seconded a motion to approve the Application Verification Checklist as presented by Melissa Risher. The motion carried unanimously.

Recruitment Plan: There are no changes recommended.

ERSEA Procedures for placing applicants: There are no changes recommended.

**Executive session:**

The Board adjourned to executive session at 4:22 p.m. and reconvened at 4:43 p.m.

James McMennis made and Dale Smith seconded a motion to approve suspending the current for child supervision policy and that the disciplinary procedures that are currently in place will be followed. The personnel policy regarding supervision will be revised based to reflect these changes. The motion carried unanimously.

James McMennis made and Lisa Oden seconded a motion to approve the termination of the employee as discussed. The motion carried unanimously.

**Open discussion:**

Lisa Oden informed the Board of a new early childhood degree program that is being explored at SAU. She will keep the Board up-to-date on the progress of this program.

**Adjournment:**

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

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Kelly Pope, Board Secretary