

FACT, Inc.
Policy Council Meeting Minutes
January 25, 2017

Policy Council members present:

Krystal Anthony (Calhoun County), Allanna Baucom (Ouachita County), Amy Crawford (Community Representative), Misty McGhee (Union County), Tina Rivas (Union County), Cherrie Sweeney (Community Representative), Danielle Watson (Early Head Start)

Policy Council members absent:

Jerha Crawford (Hempstead County), David Holmes (Home Base), Philesha Moore (Lafayette County), Joshua Tatum (Dallas County), Kristin Williams (Nevada County)

Others present:

Trena White (Executive Director), JoAnn Muldrew (Assistant Director), Kelly Pope (Administrative Assistant), Don McGaugh (Fiscal Officer), Pat Yarbrough (HR Coordinator), Melissa Risher (ERSEA Coordinator)

Call to order:

Allanna Baucom, Policy Council Chairperson, welcomed everyone and called the meeting to order at 9:58 a.m. on Wednesday, January 25, 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 Council members and added that the agency will be conducting an all-staff training on February 20 and that there will a conference call with the regional office on February 21 to discuss low enrollment.

Finance report:

Don McGaugh reviewed the previously sent financial information. Reports sent to the Council were for both the year ending October 31, 2016 and the current year (as of December 31, 2016). As of the report date, there is approximately \$23,000 left in the 2016 Head Start budget, \$56,000 left in Early Head Start (EHS), and \$5,800 in the southwest counties. Approximately \$3,300 of the southwest funds will be returned to Head Start. This is due to the cost of the new bus being lower than originally anticipated. Once all expenditures are made from the budgets, remaining funds will be paid on the central office mortgage. For the current year, Head Start spending is at 13%, EHS is at 11%, and the southwest counties is at 12.8%. This is in line with where spending should be at this point in the year. Misty McGhee made and Cherrie Sweeney 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. There were no changes or updates to the mailed reports. Amy Crawford made and Misty McGhee seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

September 27, 2016 meeting minutes:

Tina Rivas made and Krystal Anthony seconded a motion to approve the September 27, 2016 meeting minutes as written. The motion carried unanimously.

November 16, 2016 meeting minutes:

Krystal Anthony made and Misty McGhee seconded a motion to approve the November 16, 2016 meeting minutes as written. The motion carried unanimously.

ERSEA Committee recommendations:

Melissa Risher reviewed the previously sent committee recommendations. Changes were made to meet the new Head Start Performance Standards.

Application Verification Checklist: Points were added to prioritize three-year-olds in most centers and foster/homeless children. Krystal Anthony made and Tina Rivas seconded a motion to approve the Application Verification Checklist as presented by Melissa Risher. The motion carried unanimously.

Procedures for placing applicants into available slots: To help with the low enrollment in most locations, eligible children will be accepted as applications are processed rather than waiting for set deadline dates. Danielle Watson made and Krystal Anthony seconded a motion to approve the procedure for placing applicants into available slots as presented by Melissa Risher. The motion carried unanimously.

Recruitment Plan: There were no changes to the Recruitment Plan this year.

ERSEA Content Area Plan changes:

Melissa Risher reviewed the previously sent changes to the ERSEA Content Area Plans. Changes were made to meet the new Head Start Performance Standards and include a process for contacting parents of absent children and strategies for promoting regular attendance. Misty McGhee made and Amy Crawford seconded a motion to approve the ERSEA Content Area Plan changes as presented by Melissa Risher. The motion carried unanimously.

{At 10:52 a.m., Misty McGhee left the meeting. It was determined that there was still a quorum present.}

Early Head Start (EHS) conversion:

Trena White explained to the Council the agency's plans to request a conversion of Head Start slots to EHS slots. She reviewed the problems that have been experienced with low enrollment in Head Start. The Community Assessment, extensive EHS waiting list, and other research show that there are children in need of the EHS services. She reviewed the centers that may have Head Start classrooms closed and EHS classrooms opened. The budget is not final at this time and a major concern is the amount of money that would be taken from Head Start. This will be reviewed and calculated to ensure the sustainability of the program after the changes are made. In total, 129 Head Start slots will be converted to 24 EHS slots. Adding an EHS Director is also being considered. It will be requested that the change take effect in August of this year with the actual operation of the new EHS classrooms beginning in January 2018. Amy Crawford made and Danielle Watson seconded a motion to approve the Head Start to Early Head Start conversion as presented by Trena White. The motion carried unanimously.

Early Head Start (EHS) carry-forward request:

Trena White reviewed the previously sent carry-forward request for the Magnolia EHS poured-in-place playground surfacing. Due to inclement weather, the contractor was not able to install the playground surfacing by the end of the year cut-off date. The agency will request to carry-forward approximately \$17,295. Tina Rivas made and Danielle Watson seconded a motion to approve the Early Head Start carry-forward request as presented by Trena White. The motion carried unanimously.

Better Beginnings training stipend:

JoAnn Muldrew reviewed the previously sent CLASS Observation Incentive Program information. The agency is required to perform CLASS observations which means that Education Advisors and Program Managers must be certified, complete reports, mentor staff members, provide training, and many other duties that require them to work after hours. For compensation, the agency would like to provide the observers a \$500 per year (\$250 per assessment period) stipend that will be funded through the state's Better Beginnings program. Approval has been received from the state to use Better Beginnings funds for this purpose. Krystal Anthony made and Cherrie Sweeney seconded a motion to approve the Better Beginnings training stipend as presented by JoAnn Muldrew. The motion carried unanimously.

Policy Council by-laws change:

Trena White reviewed the previously sent information regarding a change to the Policy Council by-laws. The new Head Start Performance Standards now allows Council members to serve a maximum of five year. This is an increase from the previous maximum of three years. The by-laws will be updated to reflect the Standard change. Tina Rivas made and Krystal Anthony seconded a motion to approve the Policy Council by-laws change as presented by Trena White. The motion carried unanimously.

Community Representative selections:

Kelly Pope explained to the Council that there are a total of four Community Representative positions available. Amy Crawford and Cherrie Sweeney have already been selected for two of the positions, leaving two vacant. There were no suggestions from members and it was recommended that agency staff recruit Community Representatives. Council members can call or e-mail Kelly Pope at any time with suggestions. The names of possible representatives would be brought to the Council for approval. Tina Rivas made and Danielle Watson seconded a motion to approve allowing agency staff to recruit Community Representatives. The motion carried unanimously.

Committee selections:

Kelly Pope outlined the agency committees that require Policy Council participation and asked for volunteers to serve on the committees. Positions filled and vacant are listed below:

- Community Assessment – Tina Rivas (1 position open)
- Content Area Plans – Allanna Baucom, Tina Rivas (all positions filled)
- ERSEA – (2 positions open)
- Finance – Krystal Anthony (1 position open)
- Personnel – Krystal Anthony, Allanna Baucom (all positions filled)
- Transportation – Allanna Baucom, Philesha Moore (all positions filled)

Open discussion:

A question regarding the centers following the public school schedule was raised. Pat Yarbrough explained that if the public school is closed, centers in that school’s district will close to children. However, in most instances staff will work.

Amy Crawford and Cherrie Sweeney explained to the Council what the EFNEP program is and what they do in the centers to encourage healthy eating and lifestyles to the families enrolled in our programs. EFNEP is a part of the Co-Operative Extension.

Adjournment:

With no further business, the meeting was adjourned at 11:30 a.m.

Policy Council Chairperson

Policy Council Secretary