

FACT, Inc.
Policy Council Meeting Minutes
March 29, 2017

Policy Council members present:

Krystal Anthony (Calhoun County), Amy Crawford (Community Representative), Cherrie Sweeney (Community Representative), Danielle Watson (Early Head Start, by phone), Kristin Williams (Nevada County)

Policy Council members absent:

Allanna Baucom (Ouachita County), Jerha Crawford (Hempstead County), David Holmes (Home Base), Misty McGhee (Union County), Philesha Moore (Lafayette County), Tina Rivas (Union County), Joshua Tatum (Dallas County)

Others present:

JoAnn Muldrew (Assistant Director), Kelly Pope (Administrative Assistant), Don McGaugh (Fiscal Officer), Pat Yarbrough (HR Coordinator), Tequila Smith (FC&P Coordinator), Libby Blake (Education Advisor), Dianna Larkin (Education Advisor), Teona Ford (Education Advisor)

Call to order:

In the absence of the Chairperson, JoAnn Muldrew welcomed everyone and called the meeting to order at 9:43 a.m. on Wednesday, March 29, 2017. It was determined that there was not a quorum present.

Director's report:

JoAnn Muldrew reviewed the director's report that had been previously sent to the Council members. She updated the Council on the status of the Early Head Start (EHS) expansion grant for the southwest counties. Unfortunately, the grant was denied. However, the state did receive an EHS grant and the agency can apply for funding through the state.

School Readiness report:

Teona Ford reviewed the EHS data and action plan. Growth was seen in most areas. Teona explained that because children are entering and leaving the EHS program throughout the year, it can be difficult to track patterns in the data. Dianna Larkin reviewed the HS data and action plan. Growth was seen in all areas for three-year-olds with the most growth seen in the literacy and mathematics areas. She informed the Council that data is collected in many more areas (location, male/female, dual language learners, etc.) than those presented in today's meeting. Tequila Smith reviewed the Family & Community Engagement Partnerships data. She recently began gathering information in two new areas; domestic violence and asset building services.

Community Representative selections:

Kelly Pope reminded the Council that there are a two Community Representative positions available. There were no new suggestions from members.

Committee selections:

Kelly Pope reviewed the open committee positions. There is one position open on each of the following committees: Community Assessment, ERSEA, and Finance. There were no new volunteers for the committees.

{At 10:24 a.m., Danielle Watson joined the meeting. It was determined that there was now a quorum present.}

Audit report & training:

Don McGaugh reviewed the audit report that was handed out during today's meeting. There were no findings in the financial statements audit nor in the major federal award programs audit. It was the opinion of the auditor that the agency complied with all requirements. There were no identified deficiencies in internal control over compliance that were considered to be material weaknesses. Krystal Anthony made and Cherrie Sweeney seconded a motion to approve the audit report as presented by Don McGaugh. The motion carried unanimously.

Finance report:

Don McGaugh reviewed the previously sent financial information. Reports are through the month of February 2017. Both Head Start grants and the Early Head Start grant are at 25-30% which is where spending should be for this time of the year. He explained that the mortgage category shows as being over budget due to there not being money budgeted to the mortgage this year. It was anticipated that the mortgage would be paid off before the end of last year. It wasn't and the

final payment had to be made during the current year. Amy Crawford made and Krystal Anthony 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 was one change from the previous report; the resignation of Rebecca Hiatt (FSA position at Camden). Cherrie Sweeney made and Krystal Anthony seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

January 25, 2017 meeting minutes:

Krystal Anthony made and Cherrie Sweeney seconded a motion to approve the January 25, 2017 meeting minutes as written. The motion carried unanimously.

Low enrollment plan:

Kelly Pope reviewed the previously sent information regarding the low enrollment action plan. Trena White, along with other agency staff, participated in a conference call in February with the agency's regional specialist and other federal staff members to discuss the plans to combat low Head Start enrollment in both the original and southwest counties. A revised written action plan then had to be submitted to the regional office by March 24. The plan outlined the reasons behind the low enrollment as well as the plan to combat the low enrollment. Plans for both the original and southwest counties are basically the same with the exception of applying for an EHS conversion for the original counties. The plan has worked for the southwest counties and no further changes are needed at this time. It is hopeful that the conversion of Head Start slots to EHS slots will solve the low enrollment problems in the original counties. Krystal Anthony made and Amy Crawford seconded a motion to approve the low enrollment action plan as presented by Kelly Pope. The motion carried unanimously.

Early Head Start conversion:

JoAnn Muldrew reviewed the conversion information that was handed out prior to today's meeting. The agency is seeking to convert 129 Head Start shots to 24 EHS slots. The on-going budget includes \$262,160 for personnel, \$77,880 for fringe benefits, \$9,000 for supplies, and \$7,959 for other costs. This will mean \$357,000 in federal funds and \$89,250 in non-federal funds for a total on-going budget of \$446,250. The one-time start-up funding requested is \$168,119. A waiver will be requested for non-federal funds for the start-up budget. Cherrie Sweeney made and Kristin Williams seconded a motion to approve the Early Head Start conversion budget as presented by JoAnn Muldrew. The motion carried unanimously.

Adjournment:

With no further business, the meeting was adjourned at 10:48 a.m.

Policy Council Chairperson

Policy Council Secretary