

**FACT, Inc.**  
**Joint Board of Directors and Policy Council Meeting Minutes**  
**July 20, 2017**

***Board members present:***

Dr. James Fouse (Union County), James McMenis (Union County), Dr. Levenis Penix (Calhoun County), Dale Smith (Dallas County), Nicole Williams (Lafayette County)

***Board members absent:***

Eric Burton (Columbia County), Jeremy King (Union County), Lisa Oden (Ouachita County), Evelyn Page (Hempstead County)

***Policy Council members present:***

Krystal Anthony (Calhoun County), Allanna Baucom (Ouachita County), Amy Crawford (Community Representative), Cherrie Sweeney (Community Representative)

***Policy Council members absent:***

Misty McGhee (Union County), Tina Rivas (Union County), Kristin Williams (Nevada County)

***Others present:***

Trena White (Executive Director), Shiree Daniels (Assistant Director), Kelly Pope (Executive Administrative Assistant), Libby Blake (Education Coordinator – ABC), Virginia Gianelloni (Education Coordinator – EHS), Dianna Larkin (Education Coordinator – HS)

***Call to order:***

In the absence of the Board Chairperson, Dr. James Fouse, Vice-Chairperson, welcomed everyone and called the Board meeting to order at 11:50 a.m. on Thursday, July 20, 2017. It was determined that there was a quorum present.

Allanna Baucom, Policy Council Chairperson, welcomed everyone and called the Policy Council meeting to order at 11:50 a.m. on Thursday, July 20, 2017. It was determined that there was a quorum present.

***Personnel report:***

Shiree Daniels reviewed the previously sent personnel report. Several interviews have been conducted and there were many excellent candidates.

Policy Council vote: Amy Crawford made and Cherrie Sweeney seconded a motion to approve the personnel report as presented by Shiree Daniels. The motion carried unanimously.

Board vote: Dr. Levenis Penix made and James McMenis seconded a motion to approve the personnel report as presented by Shiree Daniels. The motion carried unanimously.

***Policy Council composition and bylaws changes:***

Kelly Pope reviewed the previously sent proposed changes to the Policy Council composition. Due to the conversion of Head Start slots to Early Head Start slots and the addition of the southwest counties, the number of parents of children currently enrolled is no longer proportionately represented as required by the Head Start Performance Standards. Rather than having one representative per county and two from Union County, the proposed changes include combining the three southwest counties and having two representatives from that area; combining Calhoun, Dallas, and Ouachita Counties and having two representatives from that area; increasing the number of Union County representatives from two to three; increasing the number of EHS representatives from one to two; and decreasing the number of Community Representatives from four to three. These changes would necessitate updating the Policy Council bylaws as well.

Policy Council vote: Krystal Anthony made and Amy Crawford seconded a motion to approve the Policy Council composition and bylaws changes as presented by Kelly Pope. The motion carried unanimously.

Board vote: Dale Smith made and James McMenis seconded a motion to approve Policy Council composition and bylaws changes as presented by Kelly Pope. The motion carried unanimously.

***Practice-Based Coaching Plan:***

Shiree Daniels reviewed the previously sent Practice-Based Coaching Plan. She explained that Head Start now requires that coaching be performed for teaching staff. The agency has already been providing coaching, and this written plan outlines how that coaching will be provided.

Policy Council vote: Cherrie Sweeney made and Krystal Anthony seconded a motion to approve the Practice-Based Coaching Plan as presented by Shiree Daniels. The motion carried unanimously.

Board vote: James McMennis made and Dale Smith seconded a motion to approve the Practice-Based Coaching Plan as presented by Shiree Daniels. The motion carried unanimously.

***Budget revisions:***

Trena White reviewed the previously sent information regarding a revision to the agency's current budgets. Large pieces of playground equipment have been removed that had deteriorated and were no longer safe at two centers. Replacement pieces will cost over \$5,000 which requires a budget revision and approval from the regional office. Another large purchase that requires revision and approval is a copier for the central office to replace the current one that has become obsolete. The copier is still operational, but parts are no longer being manufactured for it. The final revision regards the central office mortgage. Funds from last year's budget were used to pay off the mortgage, however, between the end of the fiscal year and the final determination that funds were available, it was necessary for the agency to continue the monthly mortgage payments. An option is being added to the request stating that the agency would use these funds for other purposes in the event of unforeseen circumstances that require a change in projections.

A question was raised about the possibility of cutting of funding for Head Start. At this time, it is anticipated that Head Start will receive an increase in funding. It was asked if the agency had compared purchasing versus leasing a copier. Trena White responded that this had been researched and it was found that purchasing was better for the agency.

Policy Council vote: Krystal Anthony made and Amy Crawford seconded a motion to approve the budget revisions as presented by Trena White. The motion carried unanimously.

Board vote: Dr. Levenis Penix made and Nicole Williams seconded a motion to approve the budget revisions as presented by Trena White. The motion carried unanimously.

***2017-2018 Head Start/Early Head Start renewal grant – original counties:***

Trena White reviewed the previously sent information regarding the renewal grant for the original counties. The Cost of Living Adjustment and job description changes are included in the renewal. The program options will remain the same. (A conversion request was submitted separately.)

Policy Council vote: Krystal Anthony made and Cherrie Sweeney seconded a motion to approve the 2017-2018 Head Start/Early Head Start renewal grant for the original counties as presented by Trena White. The motion carried unanimously.

Board vote: Nicole Williams made and Dr. Levenis Penix seconded a motion to approve the 2017-2018 Head Start/Early Head Start renewal grant for the original counties as presented by Trena White. The motion carried unanimously.

***2017-2018 Head Start/Early Head Start renewal grant – southwest counties:***

Trena White reviewed the previously sent information regarding the renewal grant for the southwest counties. The Cost of Living Adjustment are included in the renewal. The program options will remain the same.

Policy Council vote: Cherrie Sweeney made and Krystal Anthony seconded a motion to approve the 2017-2018 Head Start renewal grant for the southwest counties as presented by Trena White. The motion carried unanimously.

Board vote: Dale Smith made and Dr. Levenis Penix seconded a motion to approve the 2017-2018 Head Start renewal grant for the southwest counties as presented by Trena White. The motion carried unanimously.

**Executive session:**

The Board and Policy Council adjourned to executive session at 12:15 p.m. and reconvened at 12:33 p.m.

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

**Finance report:**

Trena White reviewed the previously sent financial information. Head Start is at 63.4%, which is where spending should be for this time of the year. She explained why some categories show a high percentage. Early Head Start and the southwest counties are also at a normal range of spending for this time of the year. ABC and PDG just began their new grant year on July 1, so there is very little to report at this time.

Policy Council vote: Cherrie Sweeney made and Krystal Anthony seconded a motion to approve the finance report as presented by Trena White. The motion carried unanimously.

Board vote: Nicole Williams made and Dr. Levenis Penix seconded a motion to approve the finance report as presented by Trena White. The motion carried unanimously.

**May 23, 2017 joint Board/Policy Council meeting minutes:**

Policy Council vote: Krystal Anthony made and Cherrie Sweeney seconded a motion to approve the May 23, 2017 meeting minutes as written. The motion carried unanimously.

Board vote: Dale Smith made and Dr. Levenis Penix seconded a motion to approve the May 23, 2017 meeting Minutes as written. The motion carried unanimously.

**June 20, 2017 Board meeting minutes:**

Dale Smith made and Dr. Levenis Penix seconded a motion to approve the June 20, 2017 Board meeting minutes as written. The motion carried unanimously.

**July 6, 2017 Board meeting minutes:**

Dale Smith made and Nicole Williams seconded a motion to approve the July 6, 2017 Board meeting minutes as written. The motion carried unanimously.

**June 20, 2017 Policy Council meeting minutes:**

Krystal Anthony made and Cherrie Sweeney seconded a motion to approve the June 20, 2017 Policy Council meeting minutes as written. The motion carried unanimously.

**July 6, 2017 Policy Council meeting minutes:**

Krystal Anthony made and Cherrie Sweeney seconded a motion to approve the July 6, 2017 Policy Council meeting minutes as written. The motion carried unanimously.

**{At 12:40 p.m., Krystal Anthony left the meeting. It was determined that there was no longer a quorum present for the Policy Council.}**

**Director's report:**

Trena White reviewed the director's report that had been previously sent to the Board and Policy Council members. She explained to the members that the beginning of the new school year is coming up and that the agency will be trying something new. Rather than having several days of half of the children attending school for a half day, the centers will start the year with all children attending all day. The agency is currently collecting donations for door prizes for the agency's annual pre-service training that will be held on August 2. If any Board or Policy Council member would like to make a donation or knows of someone to contact for a door prize, they are asked to let Kelly Pope know.

**School Readiness Outcomes report:**

Education Coordinators, Dianna Larkin, Virginia Gianelloni, and Libby Blake presented the School Readiness Outcomes report for the 2016-2017 program year for Head Start, Early Head Start, and ABC.

**Open discussion:**

A question was raised about the high staff turn-over at a particular center. Trena White explained that she had noticed this as well and had made an effort to talk with the staff members who had left. She found that the majority left due to moving or finding a better fitting job elsewhere. However, she did learn of some issues that will be addressed with the director at the center in question.

**Adjournment:**

With no further business, the meeting was adjourned at 1:13 p.m.

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Kelly Pope, Board Secretary

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Policy Council Chairperson

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Policy Council Secretary