

**FACT, Inc.**  
**Policy Council E-mail Poll Report**  
**October 4, 2017**

***Policy Council members participating:***

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

***Purpose of the poll:***

Due to the lack of a quorum at the previously scheduled Policy Council meeting, the urgency of the agency's business, and the inability of the members to attend a meeting, an explanation of the items requiring a vote was sent to the members for review. Members were asked to vote via return e-mail. Three members are required for a quorum and five members participated.

***Finance report:***

Finance reports were e-mailed to the members. Spending for the original Head Start grant is at 72.6%, the southwest counties Head Start grant is at 69.1%, and the EHS grant is at 75.2%. Of the members participating, all voted to approve the finance report.

***Personnel report:***

A personnel report was e-mailed to the members that outlined the resignations, transfers, new hires, and vacancies of the agency since the last report. Of the members participating, all voted to approve the personnel report.

***July 20, 2017 joint Board and Policy Council meeting minutes:***

Of the members participating, all voted to approve the July 20, 2017 joint Board and Policy Council meeting minutes as written.

***Policy Council secretary:***

Information sent to the members read:

*Due to the current Policy Council secretary not answering phone calls and e-mails, it is necessary to elect a new Secretary. Krystal Anthony has volunteered for the position. This will allow the agency to get the signatures needed on various items of paperwork and close out the 2016-2017 Policy Council term.*

Of the members participating, all voted to approve Krystal Anthony as the Policy Council secretary.

***EHS conversion changes:***

Information sent to the members read:

*The conversion grant will be re-submitted in October. FACT received a call on September 12<sup>th</sup> regarding the conversion application and additional information needed. The revised conversion application will detail:*

- *recruitment activities that have occurred to fill the Head Start slots,*
- *data from the community assessment that supports the need for more infant/toddler programs,*
- *the saturation of preschool programs in the conversion areas, and*
- *a budget narrative that details the plan for financing the staffing, materials, furnishings, and retrofitting of the classrooms without additional start-up funds.*

*In an effort to provide services to families as soon as possible upon the notification of award of funding, we are considering operating the new EHS slots in a locally designed program, such as providing home-based services until the classrooms are fully operational. We are also considering changing the conversion numbers from converting 17 slots at Fordyce to none at Fordyce and adding those 17 conversion slots to Camden making a total of 39 Head Start Slots converting to EHS slots at Camden. We are continuing to watch the enrollment numbers at both sites to determine highest need to include in the revised conversion grant.*

Of the members participating, all voted to approve the EHS conversion changes.

***Privacy of Child Records Content Area Plans:***

Information sent to the members read:

*As part of the updated Head Start Program Performance Standards, content area plans to protect Personally Identifiable Information (PII) in child files have been updated. FACT viewed a webinar hosted by legal*

representatives to ensure FACT's plans would be in compliance with the new standards. New procedures have been put into place regarding the distribution of any information from child files. You previously received a copy of the 1303.2 Sub-Part C Privacy of Child Records plans. They are following this explanation also.

Some of the changes for FACT include adding a Privacy of Child Records page on the ERSEA tab on the agency intranet housing an electronic form (the Request for Information/Child Records) for center staff to complete when someone requests PII from child files. The form automatically notifies the ERSEA coordinator through email when a request is submitted and all required documentation is automatically saved in a spreadsheet.

We have added a Parent/Consent/Disclosure Form that parents sign when giving consent to disclose information. The consent form is uploaded directly into the online form where the initial request was documented thus keeping all records of information that were requested and information that was provided in one location for record keeping and reporting purposes. The form is following this explanation.

We are also now required to provide all families an annual notice of their rights in writing that describes what type of information can be shared with and without parental consent. The notice was created with assistance from legal counsel to ensure coverage of all regulations and will be given to all families as well as being available on the agency website. The disclosure is following this explanation.

Of the members participating, all voted to approve the Privacy of Child Records Content Area Plans.

**Seizure Procedure Plan:**

Information sent to the members read:

*FACT currently has a policy regarding invasive medication stating that non-licensed health professional staff will not administer invasive medication with the exception of an EpiPen. We contacted legal counsel for clarification regarding medications that are invasive for children that may have seizures and require medication to be inserted rectally. Legal counsel determined that we could not require staff to administer the medication and suggested that families make alternate arrangements for administering the medication. Some of the public schools in our service area do not want the liability of the school nurse administering the medication, although for the schools that are willing to allow the school nurse to assist, the nurse will administer the medication in those instances. Since FACT does not have licensed health professionals on staff, our updated seizure protocol will include calling 911 immediately followed by the family and medication administration designee upon the onset of a seizure. The complete Seizure Procedure Plan is following this explanation.*

Of the members participating, all voted to approve the Seizure Procedure Plan.

---

Policy Council Chairperson

---

Policy Council Secretary