

FACT, Inc.
Policy Council Meeting Minutes
November 15, 2017

Policy Council members present:

Jill Byars (Calhoun/Dallas/Ouachita Counties), Lauren Dennis (Early Head Start), Traci Harris (Union County), Eric Lowe (Hempstead/Lafayette/Nevada Counties), Tonya Sanders (Union County)

Policy Council members absent:

Doreen Brogdon (Union County), Nichole Ifeanacho (Calhoun/Dallas/Ouachita Counties), Nicole Smith (Early Head Start)

Others present:

Trena White (Executive Director), Shiree Daniels (Assistant Director), Kelly Pope (Executive Administrative Assistant), Don McGaugh (Fiscal Officer), Pat Yarbrough (HR Manager)

Call to order:

In the absence of an elected Chairperson, Trena White welcomed everyone and called the meeting to order at 10:54 a.m. on Wednesday, November 15, 2017. It was determined that there was a quorum present.

Finance report:

Don McGaugh gave a brief training on the agency's finance reports and how to read the reports. He then reviewed the previously sent reports. Since the agency's fiscal year ended on October 31 and it is required that all grant funds be spent, the amounts showing remaining in the budgets have been obligated for spending before the 90 day deadline in January. Head Start in the original counties shows \$247,000 remaining, Early Head Start shows \$197,000, and Head Start in the southwest counties shows \$108,000. Tonya Sanders made and Jill Byars seconded a motion to approve the finance report as presented by Don McGaugh. The motion carried unanimously.

Director's report:

Trena White reviewed the director's report that had been previously sent to the Council members. She also informed the Council that the agency's state funded PDG classroom has been approved for a fourth year. She also gave a brief history on the PDG program.

Personnel report:

Pat Yarbrough gave a brief training on how to read the agency's personnel reports and how the agency hires and transfers staff. She then reviewed the previously sent personnel report and handed out an updated report that showed one change; the hiring of Raven Mixon as Teacher Assistant in the dually funded Head Start-ABC classroom at Magnolia East. Lauren Dennis made and Eric Lowe seconded a motion to approve the personnel report as presented by Pat Yarbrough. The motion carried unanimously.

October 4, 2017 meeting minutes:

Jill Byars made and Lauren Dennis second a motion to approve the October 4, 2017 meeting minutes as written. The motion carried unanimously.

EHS conversion changes:

Trena White reviewed the history of the agency's progress in requesting a conversion of Head Start slots to Early Head Start slots. After reviewing agency and community data, it has been discovered that the area with the greatest need for Early Head Slots is in El Dorado. If approved, the changes would mean that the total slots would go from 553 Head Start and 223 Early Head Start before conversion to 424 Head Start and 255 Early Head Start after conversion. In order to not displace any currently enrolled children or cause disruptions due to the retrofitting of the classrooms, the changes would not take place until classes are closed for the summer. Changes requested are the reduction of 129 Head Start slots and the addition of 32 Early Head Start slots. Funds transferred from Head Start to Early Head Start would be \$408,883. Trena reviewed the section of the report outlining how the agency would cover the start-up costs. Eric Lowe made and Tonya Sanders seconded a motion to approve the EHS conversion changes as presented by Trena White. The motion carried unanimously.

Interim Chairperson

Trena White explained that the EHS conversion request must be submitted to the regional office as soon as possible and that the paperwork requires the signature of the Policy Council Chairperson as well as signed meeting minutes. Since

officer elections will not be held until the January meeting, she asked for a volunteer to serve as interim Chairperson until that time so that the necessary signatures can be obtained. Lauren Dennis volunteered to serve as interim Chairperson.

Executive session:

The Council adjourned to executive session at 11:36 a.m. and reconvened at 12:13 p.m.

Eric Lowe made and Tonya Sanders seconded a motion to approve using agency policy for the first personnel issue discussed and to allow the individual to return to work for the second personnel issue discussed. The motion carried unanimously.

Adjournment:

With no further business, the meeting was adjourned at 12:15 p.m.

Policy Council Interim Chairperson

Policy Council Secretary