

**FACT, Inc.**  
**Policy Council Meeting Minutes**  
**January 24, 2018**

***Policy Council members present:***

Jill Byars (Calhoun/Dallas/Ouachita Counties), Lauren Dennis (Early Head Start), Traci Harris (Union County), Tonya Sanders (Union County), Nicole Smith (Early Head Start)

***Policy Council members absent:***

Nichole Ifeanacho (Calhoun/Dallas/Ouachita Counties), Eric Lowe (Hempstead/Lafayette/Nevada Counties)

***Others present:***

Trena White (Executive Director), Shiree Daniels (Assistant Director), Kelly Pope (Executive Administrative Assistant), Don McGaugh (Fiscal Officer), Melissa Risher (ERSEA Coordinator), Teona Ford (Education Coordinator), Sherry Toney (Education Coordinator)

***Call to order:***

In the absence of an elected Chairperson, Trena White welcomed everyone and called the meeting to order at 9:34 a.m. on Wednesday, January 24, 2018. It was determined that there was a quorum present.

***Officer election results:***

Kelly Pope informed the Council that there was only one volunteer per officer position, which eliminated the need for members to vote for officers. Officers for the 2017-2018 Policy Council are Lauren Dennis – Chairperson, Jill Byars – Vice-Chairperson, and Tonya Sanders – Secretary.

***{At 9:37 a.m., Traci Harris joined the meeting.}***

***Finance report:***

Don McGaugh reviewed the previously sent reports. Reports were submitted for the year ending October 31, 2017 and for the current year. All funds for the year ending in 2017 must be spent by the end of January. For the current year, all programs are around 11-12%, which is in line where things should be. Tonya Sanders made and Jill Byars seconded a motion to approve the finance report as presented by Don McGaugh. The motion carried unanimously.

***Personnel report:***

Shiree Daniels handed out and reviewed an updated personnel report. There were two rehires, one new hire, and several transfers. Interviews are scheduled for some of the vacancies listed and applications are being reviewed also. Terminations will be discussed in executive session. Tonya Sanders made and Jill Byars seconded a motion to approve the personnel report as presented by Shiree Daniels. The motion carried unanimously.

***November 15, 2017 meeting minutes:***

Jill Byars made and Tonya Sanders second a motion to approve the November 15, 2017 meeting minutes as written. The motion carried unanimously.

***December 1, 2017 meeting minutes:***

Tonya Sanders made and Jill Byars second a motion to approve the December 1, 2017 meeting minutes as written. The motion carried unanimously.

***ERSEA Committee recommendations:***

Melissa Risher reviewed the previously mailed information regarding the recommendations made by the ERSEA Committee.

Application Verification Checklist: It is recommended that Taylor ABC be added to the list of centers to prioritize four-year-olds with 60 points. The other recommendation is to separate the category for parents enrolled in school into a category for parents enrolled in school full-time (20 points) and a category for parents enrolled in school part-time (15 points). Jill Byars made and Tonya Sanders seconded a motion to approve the Application Verification Checklist as presented by Melissa Risher. The motion carried unanimously.

Recruitment Plan: There are no changes recommended. Jill Byars made and Traci Harris seconded a motion to approve the Recruitment Plan as written. The motion carried unanimously.

***{At 9:46 a.m., Nicole Smith joined the meeting.}***

ERSEA Procedures for placing applicants: There are no changes recommended. Tonya Sanders made and Jill Byars seconded a motion to the ERSEA Procedures for placing applicants as written. The motion carried unanimously.

***Community Representative selections:***

Kelly Pope presented the names of three possible Community Representatives to the Council. Two of the possible Representatives are Cherrie Sweeney and Amy Crawford. Both ladies have served on the Council for three years and are interested in continuing for another year. Both work the Co-Op in Union County with the EFNP program and are very active in the centers and serve on the agency's Health Services Advisory Committee. The third possible Representative is Barbara Libengood. She retired from the agency several months ago after working with the agency for almost ten years as an Education Coordinator. Tonya Sanders made and Jill Byars seconded a motion to approve Cherrie Sweeney, Amy Crawford, and Barbara Libengood as Community Representatives as presented by Kelly Pope. 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 – Jill Byars, Traci Harris (all positions filled)
- Content Area Plans – Lauren Dennis (1 position open)
- ERSEA – (2 positions open)
- Finance – Lauren Dennis, Tonya Sanders (all positions filled)
- Personnel – Tonya Sanders, Nicole Smith (all positions filled)
- Transportation – Jill Byars (1 position open)

***Executive session:***

The Council adjourned to executive session at 10:03 a.m. and reconvened at 10:46 p.m.

***{At 10:41 a.m., Nicole Smith left the meeting. It was determined that there was still a quorum present.}***

Jill Byars made and Traci Harris seconded a motion to approve suspending the current No Tolerance Policy for child supervision. In the future, each case will be reviewed independently and the disciplinary procedures that are currently in place will be followed. The personnel policy regarding supervision can be revisited and revised based on the letter received from The Office of Head Start on January 3, 2018. The motion carried unanimously.

Tonya Sanders made and Traci Harris seconded a motion to approve the termination of the employee as discussed. 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 let the Council know that there is a possibility that the March meeting may be moved from March 28 to March 14.

***School Readiness report:***

Sherry Toney and Teona Ford reported on the Head Start and Early Head Start school readiness results for fall 2017 and outlined the action plans for both programs.

***Governance responsibilities updates:***

Trena White explained that she has recently learned that with the new Head Start regulations it is no longer required that the Council vote on the hiring and termination of agency staff. They do, however, have to approve the procedures that the agency uses for hiring and termination. Several options were discussed. It was the consensus of the Council that they will no longer vote on the hiring and termination of staff with the exception of the positions of Executive Director, Assistant Director, and Fiscal Officer; that the agency follow approved procedures for staffing; and that Personnel Reports continue to be presented to the Council. Trena will bring the updated procedures for staffing to the Council for their review and vote.

***Adjournment:***

With no further business, the meeting was adjourned at 11:35 a.m.

---

Policy Council Chairperson

---

Policy Council Secretary