

Policy Council Minutes November 2023

Submitted on December 19, 2023

Policy Council Minutes
November 14, 2023

Members Present: Angela Brown, Jennifer Ward, Demetria Hall, Roxanne Wakefield, Simarie Seda, Eric McCullough, Donna Mansell, Brandi Reese, Quentoria Jones, Carl Powe, Nina Kinnebrew, Kanisha Davis, Sherika Bull, Tomeika Bennett, Rosalind Moss, Nyasia Starks, Kaquna Osbey

Members Absent: Crytalyn Dogan, Keisha Bryant, Kristi Smith, Deneisha Burkett, Kandace Hairston, Sarah Prater, Joseph Filip Antoine, Avis Neal

Excused Absence: Emily Stice
Stice

Mini Training_A mini training was presented to the Policy Council by Patrice Hawthorne on the Management Systems Wheel which includes leadership and governance. Ms. Hawthorne reviewed each of the items on management wheel to prepare us for our upcoming governance training that is scheduled for November 20th and 21st, 2023. Ms. Hawthorne discussed the importance of the Community Assessment and informed the Policy Council that it is now time to conduct a community assessment for our program.

The meeting was called to order by Angela Brown, Policy Council Chair. A quorum was met.

APPROVAL OF MINUTES:

The minutes from the last meeting were reviewed by the Policy Council [See Attachment]. Demeatria Hall made a motion to accept the minutes from the previous meeting. Roxanne Wakefield seconded the motion. Motion carried.

APPROVAL OF PERSONNEL REPORT:

The Personnel Report was given by Melissa Botsoe, Information Coordinator II. Ms. Botsoe noted that the number of applicants had been trending positively, with more qualified candidates to fill open positions. She detailed the candidates that were presented to the Council for approval. The personnel committee reviewed the applicants on the report in advance of the meeting. All Prospective New Employees have been interviewed and been recommended for employment with our program. All applicants are subject to Background Investigation as mandated by the S.C. Department of Social Services. This includes State and Federal Background Investigation and the Child Registry Search to determine if any abuse or neglect has been made against a child and Pre-employment Drug Screenings. Reference checks will also be conducted on all prospective new employees. Appointments are conditional based upon the receipt of satisfactory references, state, and federal background investigation and approval from the Head Start Policy Council. Each full-time employee must serve a three-month introductory probationary period before obtaining regular appointment status. Substitutes are on an as needed basis. After discussion, Jennifer Ward made a motion to approve the prospective employees as presented. Eric McCullough seconded the motion. Motion carried.

Program	Name	Position	Location	Educati
Head Start	Andrea Terry	Classroom Aide	Starr	High Sch coursew experien childcar and othe former f program
Head Start	Jardasheo Groves	Cook	Willis H. Crosby	High Sch years of and rest restaura catering
Early Head Start	Limeka Rhodes	Teacher II	Pleasant Valley	Associat Educatio experien with a S She is a Start Te
Early Head Start	Perla Acosta	Teacher II	Ruby H. Jones	Associat Studies. experien and afte
Early Head Start	Amber Turner	Classroom Aide	North Greenville	Bachelor She has working and volu that sen

DIRECTOR'S REPORT:

The Director's Report was given by Shannon Vaughn, Director of Children and Family Development. Ms. Vaughn presented enrollment information for the program and highlighted enrollment numbers over the first few months of the school year. She noted that enrollment was currently over 89%. This reflects drastic improvement and moves us closer to the target of 97% required to meet the initiative. She reiterated that the 97% benchmark would need to be maintained over a 6-month period to exit the enrollment initiative. Ms. Vaughn explained that the percentages for Disability and Mental Health were currently at 5.5% and 7.3% for Head Start and Early Head Start, respectively. She encouraged PC members to communicate the importance of in-kind contributions and the recording of volunteer hours and donations at parent meetings for parent volunteer opportunities.

Ms. Hawthorne discussed Parent Family Community Engagement opportunities including financial literacy programs and an upcoming homebuying workshop. After discussion, Roxanne Wakefield made a motion to approve the Director's report as presented. Rosalind Moss seconded the motion. Motion carried.

BUDGET REVIEW:

The Budget Review was provided by Tammy Gore, Assistant Director of Finance. The Policy Council received copies of the financial reports, CACFP and credit card expenditure reports. Ms. Gore reviewed reports with the Policy Council and explained that year-to-date, we have spent roughly 30 % from our overall budget for Head Start and roughly 29% for Early Head Start. She explained that most categories of the budget expenditures were in line with where we want to be this time of year. After discussion, Simarie Seda made a motion to approve the budget as presented. Tomeka Bennett seconded the motion. Motion carried.

ADJOURNMENT OF MEETING:

Patrice Hawthorne discussed the importance of the upcoming Governance training to be conducted on November 20 -21, 2023 from 9am -3pm. She stated that PC members would have an opportunity to do this training with members of the Board of Directors. The training will be conducted in person at the Pleasant Valley Center located at 26 Sherman Lane and remotely via Zoom. She encouraged members who needed transportation to contact her if transportation is needed.

No further business was discussed. Tomeka Bennett made a motion to adjourn the meeting. Eric McCullough seconded the motion. Motion carried. Meeting was adjourned.

Recorded by..... Jennifer Ward, Acting Secretary

Angela Brown, Chair