
Policy Council Minutes December 2023

Submitted on: April 11, 2024

Policy Council Minutes

December 19, 2024

Members Present: NyAsia Starks, Tomika Bennett, Emily Stice, Nina Kinnebrew, Jennifer Ward, Demetria Hall, Roxanne Wakefield, Carl Powe, Kanisha Davis, Sherika Bull, Eric McCollough, Rosalind Moss, Quentoria Jones, Donna Mansell, Brandi Reese

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

The meeting was called to order by NyAsia Starks, Vice Chair. A quorum was met.

Approval of Minutes:

The minutes from the last meeting were reviewed by the Policy Council [See Attachment]. Tomeika Bennett made a motion to accept the minutes from the previous meeting. Nina Kinnebrew 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.

Director's Report:

Shannon Vaughn, Director of Children and Family Development, gave the Director's Report and spoke on the Full Enrollment Initiative or ERSEA. The main thing she wanted to draw our attention to was that there was a decrease in enrollment from this past month to this month. We went from 89.1% to 88.4% enrollment which is normal for this time of year. Around the holidays people move and that drops our enrollment numbers. Fortunately, according to Ms. Vaughn, the numbers go back up over the next few months so we should be still in a good place and be sitting somewhere above 90%. We are still striving towards 97%. Ms. Vaughn also drew our attention to the fact that we will be approving major documents in the upcoming months. We have a consultant who is providing us with an updated "Community Needs Assessment" soon. This will help us know what our community's needs are, where eligible children are and the median income of families. April 1, our new 5-year grant needs to be completed and submitted to OHS. We will be discussing and approving new goals for this grant cycle. After discussion, Tomeika Bennett made a motion to approve the Director's Report. Demetria Hall seconded the motion. The 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 39.83 % from our overall budget for Head Start and roughly 34.06% for Early Head Start. We have spent 37.62% of our budget for the two combined. After discussion, Roxanne Wakefield made a motion to approve the budget as presented. Brandi Reese seconded the motion. Motion carried.

ADJOURNMENT OF MEETING:

Patrice Hawthorne closed the meeting by encouraging everyone to think of ideas to get our families more engaged in our program in the new year. She invited parents to reach out to her with any strategies on family engagement.

Recorded by..... Emily Stice, Secretary

Angela Brown, Chair