### Policy Council Meeting January 19, 2021

Submitted on: February 22, 2021

**Tuesday, January 19, 2021**

Members Present:  Corine Schreiber, Donnittia Robinson, Brittany Lyle, Sylvia Vandross, Tiffany Norris, Malcolm Wiley, Yaniqua Eyabi, Jocelyn Carter, LaKeisha Johnson, Donna Mansell  
Members Absent:  LaShun Martin, Kanisha Davis, , Tiffany Norris, Rovanda Dunlap, Sandra Harrison  
Members Absent:  Lily Farciert, Ivette Vasquez, Sharterria Rucker, Cris Robinson, Millicent Glenn, Ivory Beaty, Bethany Stokes, Leslie Witschi, Lashell Davis, Bretani Robinson

Excused Absence:  Lisa Butler, Dorett Gunter  
The meeting was called to order by LaKeisha Johnson, Vice Chairperson.  A quorum was met.

MINUTES:

The minutes from the last meeting were reviewed by the Policy Council (See Attachment). Corine Schreiber made a motion to accept the minutes as presented.  Donnittia Robinson seconded the motion.  Motion carried.

PERSONNEL REPORT:

The Personnel Report was given by Melissa Botsoe, Information Coordinator II.   All Perspective New Employees have been interviewed and being 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. Also, we will conduct reference checks on all perspective 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, Brittany Lyle made a motion to approve the perspective employees as presented.  Sylvia Vandross seconded the motion.  Motion carried.

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| Head Start | **Cherie Whitman** | Disabilities/Special Needs Specialist | Anderson Administration Office |
| Head Start | **Tia Reyes** | Mental Health Specialist | Greenville Administration Office |
| Head Start | **Constance Ringer** | Teacher III | Pleasant Valley |
| Head Start | **Yashica Rochester** | Family Advocate | Easley Bridge Road |

ANNUAL PRIVACY NOTICE UPDATE  
Ms. Tobita Posley-McKinney informed the Policy Council that we must annually notify par­ents of their rights in writing described in Head Start Program Performance Standards (HSPPS) 1303. Included in notice is a description of the types of Personally Identifiable Information (PII) that may be disclosed, to whom the PII may be disclosed, what may constitute a necessary reason for the disclosure without parental consent and applicable definitions (See Attachment). After discussion, Brittany Lyle made a motion to accept the Annual Privacy Notice Update as information.  Corine Schreiber seconded the motion.  Motion carried.

SELF-ASSESSMENT UPDATE:   
The Self-Assessment Update was presented to the Policy Council by Tobita Posley-McKinney, Head Start Director, Ms. Posley-McKinney provided copies of the report and discussed areas of strengths, weaknesses and areas needing improvement.  She explained that the self-assessment is an going monitoring tool that our program utilizes to assist us with ensuring a quality program. After discussion, Brittany Lyle made a motion to approve the Self-Assessment update as presented.  Corine Schreiber seconded the motion.  Motion carried.

DIRECTOR’S REPORT:   
Tobita Posley-McKinney, Director of Children and Family Development, presented the Director’s Report.  The December monthly report was emailed to the Policy Council which provides information from each service area in Head Start and Early Head Start.  Ms. Posley-McKinney asked the Policy Council if they had any questions regarding the following information from the monthly report (See Attachment). Ms. Posley-McKinney informed the Policy Council that our program is facing challenges due to COVID-19.  There have been several positive cases and classrooms and/or centers had to be closed to mitigate the spread of germs. We are now looking at moving from face to face to virtual instruction. This will be temporarily until things get better.  We have surveyed our families to get their input and address any concerns that they may have.  We do understand that this decision will impact our families however the health and safety of our children, parents and staff is most important.  After discussion, Corine Schreiber made a motion to accept the Director’s report as presented.  Malcolm Wiley seconded the motion.  Motion carried.

BUDGET REVIEW:  
The Budget Review was provided by Tammy Gore, Assistant Director of Business & Finance. The Policy Council received copies of the financial reports and credit card expenditure reports.  Ms. Gore reviewed reports with the Policy Council and explained that year to date, we have spent 40.18% from our Head Start budget and 43.53% from our EHS budget. Budget percentages is in line with where we want to be this time of year.   After discussion, Brittany Lyle accepted the financial reports as information. Corine Schreiber seconded the motion. Motion Carried.

No further business, meeting adjourned.

Recorded by Brittany Lyle, Secretary

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Dorett Gunter, Chair