
Policy Council Meeting February 2021

Submitted on: April 14, 2021

Tuesday, February 16, 2021

Minutes

Members Present: LaShun Martin, Dorett Gunter, LaKeisha Johnson, Yaniqua Eyabi, Brittany Lyle, Sylvia Vandross, Donna Mansell, Lisa Butler, Donnittia Robinson, Millicent Glenn

Members Absent: Corine Schreiber, Tiffany Norris, Malcolm Wiley, Jocelyn Carter, Kanisha Davis, Rovanda Dunlap, Sandra Harrison, Lily Farciert, Ivette Vasquez, Sharterria Rucker, Cris Robinson, Ivory Beaty, Bethany Stokes, Leslie Witschi, Lashell Davis, Bretani Robinson

Excused Absence: Sandra Harrison, Rovanda Dunlap

The meeting was called to order by Dorett Gunter, Chairperson. A quorum was met.

MINUTES:

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

Program	Name	Position	Location	Education Credentials
Head Start	Jennifer Rivera Vega	Family Advocate	Easley Bridge Road	Bachelor's Degree: Social Work. She has one year of experience working as a

Family Advocate at a Head Start program in Puerto Rico.

Associate Degree: Early Childhood Education. He has 10+ years of working with children of all ages at the YMCA and an after-school program.

Head Start

LaMarcus Wright

Teacher

Willis H. Crosby

DIRECTOR'S REPORT:

The Director's report was presented by Tobita Posley-McKinney, Director of Children and Family Development. The January 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). She informed the Policy Council that we have moved from face to face to total virtual classroom instruction. Classroom staff are making connections with families and are scheduling virtual classroom meetings. We have a few glitches however we will continue to move forward with virtual classroom instruction. Ms. Posley-McKinney shared classroom assessment and family outcomes data with the Policy Council. We will continue to provide updates as we move through the year. Due to COVID-19, there are currently no NAEYC center visits. Staff are participating in health and safety orientation and reviewing webinars to stay abreast with COVID concerns. We are tracking the number of COVID cases in our Head Start and Early Head Start program. We are monitoring and following up on children that need medical and dental treatment. Our registered dietician is providing resources and making referrals for identified families. Because parents and community partners are unable to participate in our program face to face, we are receiving less in-in-kind. We will submit a waiver to the regional office for in-kind. Family Partnership staff are working closely with our Head Start and Early Head Start families. They are following up on needs and making necessary referrals to service providers. We have not met the required 10% of enrolled children having a disability. We will submit a disabilities waiver request. After discussion, Brittany Lyle made a motion to accept the Director's report as information. Donnittia Robinson seconded the motion. Motion carried.

REVISED SELF-ASSESSMENT UPDATE:

The Revised 2019-2020 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 ongoing monitoring tool that our program utilizes to assist us with ensuring a quality program. Ms. Posley-McKinney informed the Policy Council that the revised self-assessment includes more statistical data. Data is included on child and family outcomes. Due to COVID-19, we were unable to coordinate self-assessment teams and assign self-assessment tasks as in previous years. After discussion, Brittany Lyle made a motion to approve the Revised Self-Assessment Update as presented. Donnittia Robinson 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 and credit card expenditure and CACFP reports. Ms. Gore reviewed reports with the Policy Council and explained that year to date, we have spent 49.5% from our Head Start budget and 51.38 % from our EHS budget. Budget percentages is in line with where we want to be this time of year. We have spent 47.58% of COVID HS/EHS budget. Ms. Dorett asked a question concerning what is included in the COVID budget. Ms. Gore explained that the COVID budget includes items such as cleaning supplies, personnel and contractual services for cleaning and sanitizing facilities. After discussion, Brittany Lyle accepted the financial reports as information. LaKeisha Johnson seconded the motion. Motion Carried.

PROGRAM UPDATE BY PRESIDENT / CEO:

The Policy Council received a program update from our President /CEO, Pamela Sims. Ms. Sims informed the Policy Council that Ms. Tobita Posley-McKinney, Director of Children & Family Development was resigning from her position. Ms. Posley-McKinney has provided 18 years of service to SHARE. Ms. Sims is requesting that John Dendy, former Head Start employee, serve as Interim Director until the Head Start Director's position is filled. Dorett Gunter asked a question concerning Mr. Dendy's tenure with the agency. Ms. Sims informed the Council that Mr. Dendy has worked for SHARE for more than 10 years and has served in a number of capacities to include Family Services Manager, Area Coordinator Facilitator and Interim Head Start Director. Mr. Dendy retired from the agency 6 years ago. Ms. Tara Cannon, Director of Human Services, explained to the Council that our goal is to continue providing structure as we move through this transition in leadership. We want this to be a smooth process as we are working to fill the position. We are seeking approval from the Policy Council to bring in Mr. J. Dendy as Interim Head Start Director. After discussion, Brittany Lyle made a motion to approve John Dendy as Interim Head Start Director. Donnittia Robinson seconded the motion. Motion carried.

LaKeisha Johnson, Vice Chair, provided the Policy Council with an update on Financial Literacy workshops provided through A Chance At Change, Inc. Ms. Johnson informed the Council that financial literacy workshops are being offered to parents monthly. Our next scheduled workshop will take place on February 23rd via zoom. We will be providing parents an opportunity to receive door prizes for participation. We will provide outcomes data on program participants. Patrice Hawthorne, Family Partnership Facilitator thanked LaKeisha Johnson and her team for providing needed services. She informed the Policy Council on other family engagement opportunities such as our virtual GED classes, Triple P parenting and our recent collaboration with the Upstate Fatherhood Coalition.

No further business, meeting adjourned.

Recorded by..... Brittany Lyle, Secretary

Dorett Gunter, Chair