

# Policy Council Minutes 2-14-2023

Submitted on: March 17, 2023

Tuesday, February 14, 2023

Members Present: Carl Powe, Demetria Hall, Donnittia Robinson, Avis Neal, Quentoria Jones, Jennifer Ward, Rosalind Moss, Eric McCollough, Nina Kinnebrew, Janet Silva, Sheriqua Scott, Satyn Gardner

Members Absent: Donna Mansell, Paris Hill, Megan Sheppard, Donnicka Mayberry, Briana Money, Jessica Butler

Excused Absences: Angela Brown, Dorett Gunter

Prior to the Policy Council meeting, Ms. Vaughn informed the council that we received an outstanding report from last month's FA2 review. There were no findings and/or non-compliances. Both, Ms. Vaughn and Ms. Hawthorne thanked the Policy Council for all of their hard work and dedication in preparation for the review. We will share the final FA 2 monitoring report as soon as it becomes available.

## The 2022-2023 Policy Council officers are as follows:

Angela Brown Chairperson  
Quentoria Jones Vice Chairperson  
Jennifer Ward Secretary  
Sheriqua Scott Assistant Secretary

The Policy Council meeting was then called to order by Quentoria Jones, Vice Chair, in the absence of Chairperson, Angela Brown. A quorum was met.

## Election of Assistant Secretary:

Patrice Hawthorne informed the Policy Council that she had received a resignation notice from Jessica Butler, Assistant Secretary for the Policy Council. Ms. Hawthorne opened the floor for nominations. After discussion, nominations were solicited from the Policy Council members. Sheriqua Scott was nominated. Demetria Hall made a motion to approve Ms. Scott as the Assistant Secretary. The motion was seconded by Rosalind Moss. There were no opposers. The motion carried.

Quentoria Jones had to leave the meeting unexpectedly due to an emergency. Sheriqua Scott, assistant secretary, served as chair in her absence.

## Approval of Minutes:

The minutes from last month's (January 2023) meeting were reviewed by the Policy Council (See Attachment). Satyn Gardner moved that the minutes be approved as presented. Demetria Hall seconded the motion. Motion carried. The minutes were approved.

## Presentation and Approval of Personnel Report:

The Personnel Report was given by Tara Cannon, Director of Human Resources. We are recommending hire for 7 prospective new employees (See attachment); 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 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, Demetria Hall made a motion to approve the prospective new employees as presented. Satyn Gardner seconded the motion. The motion carried.

Program	Name	Position	Location	Education Credentials
Head Start	Maya Smith	Health & Nutrition Facilitator	Greenville Administration Office	Associate Degree: Regis Infant/Toddler. She has years of experience wo health field. She is a fo Head Start Health Spec worked as a nurse for t 2.5 years.
Head Start	Alicia Davis	Classroom Aide	BHW	Associate Degree: Art. year of experience worl young children. She is a SHARE Head Start pare
Head Start	Jennifer Skidmore	Substitute Teacher Assistant	Pickens	High School Diploma. S years of experience wo young children. She is a SHARE Head Start Subs Teacher Assistant.