

Policy Council Minutes: 3-14-2023

Submitted on: March 31, 2023

March 14, 2023

Members Present: Jennifer Ward, Janet Silva, Eric McCollough, Kanisha Davis, Donnittia Robinson, Rosalind Moss, Donna Mansell, Carl Powe, Quentoria Jones, Angela Brown, Dorett Gunter

Members Absent: Megan Sheppard, Satyn Gardner, Donnicka Mayberry, Briana Money, Avis Neal, Rosalind Moss, Brittany Lyle, Nina Kinnebrew

Excused Absences: Demetria Hall, Sheniqua Scott

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

Mini Training: A mini training on our programs' budget was presented to the Policy Council. Ms. Pitchford addressed our staff vacancies. We have vacancies for teaching staff, cooks and family advocates. We are trying to be proactive and reduce child slots. We want to use monies to increase salaries for center staff. Ms. Jennifer Ward asked a question concerning salaries and making reductions. What kind of an increase are we looking at in terms of salary increases. Ms. Pitchford stated that the range for increases is between \$15 and \$23 dollars per hour. We are considering longevity and experience. Ms. Jennifer asked was there a possibility to shift children from the waitlist to Early Head Start where there is clearly a need for children. Ms. Vaughn stated that EHS has challenges with finding teaching staff as well as with Head Start. She informed the council that we are trying to cut slots that will help us with our staffing shortages. This will allow us to use monies to increase salaries for center staff. Jennifer stated that she understood that increasing salaries is the goal of reducing child slots.

APPROVAL OF MINUTES:

The minutes from the last meeting were reviewed by the Policy Council [See Attachment]. Dorett Gunter made a motion to accept the minutes as presented. Quentoria Jones seconded the motion. Motion carried.

APPROVAL OF PERSONNEL REPORT:

The Personnel Report was given by Tara Cannon, Director of Human Resources. Ms. Cannon informed the policy council that we have six persons that we are presenting to the council for approval. 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. Ms. Dorett Gunter asked if Ms. Cannon could read the names and each of their qualifications for the positions for which they are to be hired. After discussion, Janet Silva made a motion to approve the perspective employees as presented. Jennifer Ward seconded the motion. Motion carried.

Program	Name	Position	Location	Education Credentials
Head Start	Steven Lyons	Facilities Coordinator	Greenville Main Office	Bachelor's Degree: Elect Engineering. US Army. Pl Engineer.
Head Start	Jennifer Fulbright	Family Advocate	Reece Mill Road	Bachelor's Degree. Psych Guardian Ad Litem/Child Elementary Substitute Tr
Head Start	Meredith Sosebee	Substitute Teacher Assistant	North Greenville	Bachelor's Degree: Early Childhood Education [Ma She has one year of expe completing an internship Greenville Head Start Ce
Head Start	Keleshia Ellerbe	Classroom Aide	Pleasant Valley	High School Diploma. Sh three years of experienc at local childcare center; currently a SHARE Head parent.
Head Start	Ida Walker	Classroom Aide	Rubye H. Jones	High School Diploma. Sh years of experience wor local daycare center.
Early Head Start	Andrea Irvin	Classroom Aide	Tommie C. Brooks	GED. She has ten years c experience working as a kindergarten teacher at : daycare center.