    

 Governing Board Meeting Minutes

February 22, 2021

5:00-6:30 pm

Attendees:

Carolyn Dorrell, LaShaun Curry, Jennifer Berryman, Charlotte Berry, Rita Metts, Tyler Bailey and John Browne

1. Call to Order- Meeting was called to order at 5:11pm by Carolyn Dorrell, Board Chair
	1. Group confirmed quorum with 6 people in attendance at start of the meeting.
	2. Minutes from January meeting were approved by the board (Charlotte Berry provided motion to approve; LaShaun Curry provided second)
2. Financial update
	1. Monthly Financials- provided via email.
		* Need to request waiver of non-federal share match due to lack of expenses, not revenue for the match.
		* Working to spend the OHS COVID relief funds.
	2. Funding update
		* NORD Family Foundation grant application approved.
		* Did not receive the Capacity Building or Jumpstart grants. Brief discussion about developing a relationship with CCCF. Charlotte Berry offered to contact CCCF to discuss the non-funded grant applications.
3. Old Business
	1. Annual Single Audit – complete
		* No findings
	2. Staff vacancies
* Children’s Garden (1 support staff) & Tender Years (3 teachers)
1. New Business
2. NAEYC Accreditation/Coach Mentor Program
	* Althea Benson, Education Manager & NAEYC Project Lead provided an update on the NAEYC Re-accreditation process.
	* Wants VCM to re-examine the need for NAEYC Accreditation.
	* Explained the Coach Mentor Program/Practice Based Coaching and how it impacts/benefits our children, families, and staff.
3. Focus Area II Head Start Monitoring Review
	* Gloria Watson, Health Coordinator & FA II Review Project Lead provided an update on the FA II Review process.
	* Anticipate being reviewed late spring/early summer.
4. Policy revisions (requires a vote)
	* Homeless statement. Will no longer require a notarized letter per McKinney-Vento. Charlotte Berry made the motion to approve the policy revision and LaShaun Curry provided the second. Motion passed, all in favor.
5. Promotions (requires a vote)
	* Promote Althea Benson from Education Coordinator to Education Manager with a salary increase of 5%. Supervision of Center Managers will transition from Executive Director to Education Manager.
	* Promote Gloria Watson to Family Services Team Manager with a salary increase of 5%. Supervision of FAMIs and BHQA will transition from Executive Director to Family Services Team Manager.
	* Board members requested more details (current salary/proposed salary) before voting. Requested information sent on 02/23/2021 via email. Promotions and salary increase approved via email response.
6. Election of New Board
* Dr. Cassandra Legette is the *Thrive*Richland Coordinator, leader of the birth to four initiative established in Richland County School District One. She is being presented as a candidate for the VCN Governing Board. After a review of her credentials and bio, LaShaun Curry made the motion to extend an offer to Dr. Legette to join VCM’s Governing Board. Jennifer Berryman provided the second. The motion was approved, all in favor.
1. BHQA Candidate
* Kimberly Capers, current Center Manager at Arthurtown, is being presented as the candidate to fill the vacant position of BHQA. After a review of her resume, Charlotte Berry made the motion to approve the hire of Kimberly Capers as the BHQA. Jennifer Berryman provided the second. The motion was approved, all in favor.
1. Water damage at Arthurtown
* Repairs complete. No major long-term damage.
1. Digital Newsletter
* Discussed roll out of new digital newsletter. Using Constant Contact to produce newsletter. Focus will be on programming, interviews with staff and parents, monthly calendar of events will be included.
* Charlotte Berry suggested sharing the progress of the agency with the original founders/funders.
1. Program Director’s Report
	* Attendance meets/exceeds 85%
	* CACFP application approved, receiving reimbursements.
	* Wait list remains strong; hopeful that as vaccine takes hold, we will be able to add more children. Open enrollment from February – May. Waiting list numbers will increase.
2. Community Assessment and Self-Assessment Teams
	* 2021 process- Head Start mandated process (every 5 years; update every year); Self-assessment- every year. Several months process expected- expect to submit by late summer (July/August)- to Governing Order/Policy Council for approval.
3. Strategic Planning
* Process to begin in March with surveys and virtual meetings. Goal to have finished product by the middle/end of summer.
1. Date of Next Meeting: April 19, 2021
2. Adjournment

Motion to adjourn made by Charlotte Berry with a second provided by LaShaun Curry. Motion passed, all in favor. Meeting adjourned at 6:06pm.