    

**Policy Council Meeting**

**Thursday, February 18, 2021**

**Minutes**

**Vital Connections of The Midlands Policy Council Members present:** Vanessa Layton, Pastor Fadetra Boyd, Pamela Davis, Monya Terry, Gelisa Mack, Lasasha Busby and Jididia Flemming. VCM staff members present: John Browne. Minutes submitted by John Browne.

**Call to Order:**

* The meeting was called to order @ 5:06 PM by John Browne, ED. Meeting held via Zoom.
* Confirmation of quorum – quorum present
* Approval of the minutes: After review, discussion and with no alterations, a motion to approve the minutes for the month of October, November, December and January made by Pastor Boyd with a second provided by Vanessa Layton. The motion to approve the minutes was passed, all in favor.

**Financial:**

* Review of January’s financial documents
* CFO report (statement of financial position)
* Funds requested/received spreadsheet reviewed.

**Old Business:**

* Staffing- 3 teacher vacancies at Tender Years (interviewing). BHQA position vacant (candidate under consideration). Children’s Garden (candidate identified, awaiting background check paperwork)

**New Business:**

* Water damage to ceiling in the Green Room at Arthurtown. Securing bids to repair damage.
* Policy revisions. Current policies need revision to reflect new data in reference to COVID. After review and discussion, a motion to approve policy revisions was made by Lasasha Busby with a second provided by Gelisa Mack. The motion to approve the policy revisions was approved, all in favor.
* Promotions. Althea Benson (from Education Coordinator to Education Manager) and Gloria Watson (adding the title of Family Services Manager) are recommended for promotion. This promotion adds supervisory responsibilities for both individuals. The promotion will include a salary increase. After discussion about her qualifications and temperament, a motion was made by Vanessa Layton to approve the promotion of Althea Benson from Education Coordinator to Education Manager with a second provided Lasasha Busby. The motion for the promotion was approved, all in favor. After discussion about her qualifications and temperament, a motion was made by Monya Terry to approve the promotion of Gloria Watson to Family Services Team Manager with a second provided Vanessa Layton. The motion for the promotion was approved, all in favor.
* Newsletter. Digital format to includes profiles of staff, families, donors and monthly activities.
* Marketing campaign. Discussed the idea of using videos and call to action letters to raise program awareness and as a fund-raising vehicle. PC members viewed the video and shared feedback and offered suggestions about content. Consensus on wanting the videos to highlight Vital Connections families.
* Self-Assessment and Community Assessment Teams. Invitations to join one or both teams will be forthcoming from the Family Advocates.

**Director’s Report:**

* Provided update on the status of operations.
* All three centers open with children in classrooms. 43 children in seven classrooms
* Virtual Classrooms operational, serving 11 children.

Regular meeting adjourned by PC Chair with unanimous consent at 5:56 pm.

**Next meeting: March 18, 2021.**