

TRI-COUNTY COMMUNITY COUNCIL, INC.  
HEAD START  
2499 CYPRESS STREET  
WESTVILLE, FL. 32464

POLICY COUNCIL MEETING  
November 2, 2009

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Melinda Sims	Jennifer Maples	Kim Gillis	Barb Lawniczak
Billie Cotton		Kathy Shull	Dorothy McClendon
Suzan Gage		Ruth Kelley	Carolyn Clear
Meredith Telfer		Kay Whitenight	Kathy Johnson
Sheron McLaney		Cynthia Brown	
Debbie Doss			
Jessica Carroll			

The meeting was called to order at 5:58 P.M. by the Head Start Director, Kim Gillis, who helped conduct the meeting until the Policy Council Chairperson was elected.

Roll call was taken by the Director's Assistant, Kay Whitenight, until a Policy Council Secretary, was elected. A quorum was established with six present members and one member absent.

Kim stated that our Chipley parent, Melinda Sims, needed to be voted in, and that the Community Representatives, Suzan Gage and Sheron McLaney, needed to be re-voted in for this term. Jessica Carroll made the motion for the approval of the new members, and Billie Cotton seconded the motion. The group voted their approval of the new term members.

Kim then asked if there were any nominations for the positions of Chairperson, Vice Chairman, and Secretary. With no response, Kim asked if anyone would volunteer as Chairperson. Meredith Telfer volunteered as Chairperson. Kim asked for the approval of Meredith Telfer as Policy Council chairperson, and the group voted their approval. Kim asked if anyone would volunteer as Vice Chairperson. Jessica Carroll volunteered as Vice Chairperson. Kim asked for the approval of Jessica Carroll as Policy Council Vice Chairperson, and the group voted their approval. Kim asked if anyone would volunteer as Secretary. Billie Cotton volunteered as Secretary. Kim asked for the approval of Billie Cotton as Policy Council Secretary, and the group voted their approval.

The Chairperson, Meredith Telfer asked if anyone had questions about the minutes for the meeting of September 8, 2009, and the notes that were taken on October 5<sup>th</sup>. There were none. Billie Cotton made the motion for the approval of the minutes, and Jessica Carroll seconded the motion. The group voted their approval of the minutes as written.

Walton had their parent meeting on November 2<sup>nd</sup> and discussed their plans for Thanksgiving and Christmas. A lecture was given about depression and anger at their parent meeting. The Fall Festival had a good turnout and seemed to be enjoyed by everyone. The Thanksgiving Day event is scheduled for November 17<sup>th</sup>.

Chautauqua had a busy and fun filled month. On October 13<sup>th</sup> the fire department gave a demonstration. There was a fieldtrip to Gulfarium on October 15<sup>th</sup>. On October 23<sup>rd</sup> the three and four year olds went to a farm. The Fall Festival was October 30<sup>th</sup>. Parent/Child Activity will be November 10<sup>th</sup>. Smokey the Bear will arrive on November 18<sup>th</sup>. And a Thanksgiving Day event is scheduled for November 19<sup>th</sup>.

Westville had a fieldtrip to Majestic Oaks on October 14th. The Fall Festival was October 22<sup>nd</sup>. The fire department was here for a visit on October 23<sup>rd</sup>. They have scheduled a fieldtrip to the Junior Museum for November 16<sup>th</sup>. There will be a Parent/Child Activity day on November 20<sup>th</sup>. Smokey the Bear will be visiting on November 24<sup>th</sup>. And a fieldtrip to visit Santa at the Panama City Mall is on December 10<sup>th</sup>. The next parent meeting is on November 5<sup>th</sup>.

ChIPLEY had their Fall Festival on October 23<sup>rd</sup>. They had a fieldtrip to Majestic Oaks on October 15<sup>th</sup>. Smokey the Bear will be visiting on November 4<sup>th</sup> at 9:30 a.m. Parent/Child Activity will be on November 13<sup>th</sup> starting at 1:00 p.m. – 2:00 p.m. A Thanksgiving lunch will be held on November 19<sup>th</sup>. The next parent meeting is scheduled for November 19<sup>th</sup> at 8:00 a.m.

Kim reviewed the Director’s Report going over the enrollment for Head Start, VPK, and extended care. ERSEA is still showing a strong waiting list and sickness is affecting Chautauqua and Walton the hardest in attendance. Thirteen children are receiving services for Disability and ten are waiting for their meeting. USDA will finish their year within the red, but will break even using the budget money set aside for their funding. In-kind at the end of October is 87.7% and we still have 4 weeks to go. Staff is steady at 49. The financial status report has some figures to be adjusted before the end of the fiscal year and Tri-County will be giving us some administration money.

Under old business:

There was no old business.

Under new business:

Ruth needed to re-word the Hand Washing policy & procedure. There was a minor change to the membership list in the Policy Council Handbook, and Kim mentioned the By-Laws. Kim explained the necessity of our Community Assessment and their updates. Two new staff hires were approved for Head Start.

The following items were reviewed and approved:

Hand Washing Policy & Procedure (Revised)

Motion: Jessica Carroll

Second: Billie Cotton

Policy Council Handbook

Motion: Melinda Sims

Second: Jessica Carroll

Community Assessment Update

Motion: Billy Cotton

Second: Jessica Carroll

Hiring of LeaAnn Byrd, Center Assistant at Walton

Motion: Melinda Sims

Second: Billie Cotton

Hiring of Doris Brannon, Center Assistant at Westville

Motion: Melinda Sims

Second: Billie Cotton

FYI/Discussion-

A question was presented about the recent accident with the Head Start bus and a propane gas line. A concerned parent wanted to know if procedures were in place if this event should happen again. Staff assured the parent that training and other steps are being taken if this should ever happen again.

Signing the Confidentiality Statement-Was explained to the members; signatures and dates were required.

Signing the Code of Conduct/Ethics -Was explained to the members; signatures and dates were required.

Summary of Changes (Community Assessment)-Kim reviewed the summary while going over the Community Assessment Update.

Policy Council & Board Training – December?-Will be rescheduled for a Saturday in January after the holiday break is over.

10/1-Policy Clarification OHS-PC-J-043 – Questions with policy clarification about TFA candidates.

10/2-Announcement of new OHS Director – Carmen Nazario Announces the Director of the Office of Head Start, link to Yvette's bio.

10/6-PI Emergency Preparedness Survey – Survey Head Starts is to complete by December 30, 2009.

10/27-IM Influenza – Influenza Preparedness implementing the recommendations of the CDC Guidance

Take Home Items:

Copies of the Policy Clarification, Announcement, PI, & IM

Announcements:

None

Adjournment -

The meeting was adjourned at 6:46 P.M. following a motion by Billie Cotton, and seconded by Melinda Sims. The next Policy Council meeting will be scheduled for January 4, 2010.