

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

POLICY COUNCIL MEETING
October 6, 2008

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Gena Carnley	Woodrow Vaughn	Ruth Kelley	Cynthia Brown
Crystal Yancey		Dorothy McClendon	Crystal Cooper
Sheron McLaney		Kay Whitenight	Linda Marinaccio
Kelly Laminack		Carolyn Clear	Barb Lawniczak
Michele Davis		Kim Gillis	
Jessica Dorsey			

The meeting was called to order at 6:00 P.M. by the Policy Council chairperson, Gena Carnley.

Roll call was taken by Kay Whitenight, Director's Assistant, until the new Policy Council secretary was elected during this meeting. A quorum was established with six present members and one member absent at this time.

Policy Council chairperson, Gena Carnley, acknowledged the names of the last two new candidates to be seated. They are parent member, Crystal Cooper, from Walton; and the community representative for Washington County, Linda Marinaccio. Michele Davis made the motion for the approval of the new members, and Kelly Laminack seconded the motion. The group voted their approval of the new term members.

The new chairperson nominated for the 2008-2009 term is Gena Carnley; Michele Davis made the motion and Crystal Yancey seconded the motion. The group voted their approval for the new chairperson. The new vice chairperson nominated is Kelly Laminack; Michele Davis made the motion and Crystal Yancey seconded the motion. The group voted their approval for the new vice chairperson. The new secretary nominated is Crystal Yancey, Michele Davis made the motion and Jessica Dorsey seconded the motion. The group voted their approval for the new secretary.

The minutes for the meeting of September 8, 2008, were reviewed. Crystal Yancey made the motion for the approval of the minutes, and Michele Davis seconded the motion. The group voted their approval of the minutes as written.

Teresa Wilson, Nutrition Coordinator, spoke at the Chipley September's parent meeting. October 9th will be a field trip to the Maphis Tree Farm. There will be a fire department presentation at the next parent meeting on October 30th. On November 14th there will be a "Harvest Hoedown" at Shriver's Park. The Chipley parent committee has requested funds of \$75.00 for their hoedown. Michele Davis made the motion and Crystal Yancey seconded the motion. The group voted their approval for the request of funds. Kelly asked Kim if it was all right for the children to ride on a float in the Chipley High School Homecoming Parade as long as there were staff and teachers on the float and walking around the float. Kim said it was up to the parent committee as long as Cynthia said that there were enough people to supervise the children's safety.

Westville went to Gulf World for their parent/child activity on September 19th with Vanessa and Dianne's classrooms and again on September 26th with Dee Dee and Vicki's classrooms. There was a parent meeting with Judy Corbin, Nutritionist, on September 15th. The parent/child activities on October 10th will be at

the Junior Museum in Panama City with Vanessa and Dianne's classrooms, and again on October 17th with Dee Dee and Vicki's classrooms. The parent committee has requested for funds of \$100.00 for their fall festival on November 7th at 1:00 p.m. Kelly Laminack made the motion and Crystal Cooper seconded the motion. The group voted their approval for the request of funds.

Chautauqua had their parent meeting on September 25th and their parent/child activity. The parent committee is having a problem with their meeting time, so they're taking a survey. More girls are needed to form a Girl Scout troop within the Head Start program. The children will be attending this year's Walton County Fair with their pumpkins. The next parent meeting and parent/child activity will be October 24th. Crystal Yancey talked about their library fund.

Walton had their parent meeting on September 15th and a field trip to Gulf Aquarium on September 18th. There was an early release on October 1st. The parent committee is requesting funds for \$50.00 to use for their fall festival on October 31st. Michele Davis made the motion and Kelly Laminack seconded the motion. The group voted their approval for the request of funds. The next parent meeting is October 13th with a fire department presentation. A field trip to Maphis Tree Farm is scheduled for October 17th; a field trip to the library on October 21st and to a pumpkin patch on October 24th.

With new members in place, Kim explained the Director's Report by each line and each column and informing the new members of what the data entailed as a whole. She explained how our funded enrollment is 203 children. We have VPK and extended care at three sites. ERSEA is determined by a waiting list and the criteria for that waiting list. Attendance and when it is below 85% must be reported. Disability and how many of the children are receiving services from each center. Meals and the USDA, Kim gave explanations about the cost of expenses and reimbursement. In-kind was discussed as to how it is determined and how it is used. Staff Status was easy to understand. The Community Events/ Collaboration and Comments are areas that inform the Policy Council and Board of Directors. The financial status report was also explained by each column and how the numbers are calculated or obtained.

Under old business:

There was no old business.

Under new business:

Kim made points about the Policy Council By-Laws, Cost of Mileage reimbursed to members (if they choose), changes to the VPK and Transition Plans. She explained how she believes that the Planning Plan may help members understand more about the operations of our program and Policy Council's part as a whole. There were revisions made to the Ongoing Monitoring Plan, because of too stringent parameters placed on certain issues. A list of mostly revised policies and procedures had been sent to the members to read, and they were asked if there were any questions or comments about any of the policies and procedures. Kim read the H.S. Employee Financial Assistance Agreement, what it meant and why it was being done.

The following items were reviewed and approved:

Policy Council By-Laws

Motion: Crystal Yancey

Second: Kelly Laminack

Cost of Mileage (Policy Council members)

Motion: Michele Davis

Second: Crystal Yancey

VPK Plan

Motion: Michele Davis

Second: Jessica Dorsey

Transition Plan

Motion: Crystal Yancey

Second: Michele Davis

Planning Plan

Motion: Sheron McLaney

Second: Michele Davis

Revised Ongoing Monitoring Plan

Motion: Kelly Laminack

Second: Sheron McLaney

Various Policy & Procedures (see attached list)

Motion: Michele Davis

Second: Jessica Dorsey

H.S. Employee Financial Assistance Agreement

Motion: Crystal Yancey

Second: Sheron McLaney

Heather Donaldson, Center Assistant at Walton

Motion: Jessica Dorsey

Second: Michele Davis

Stacy Bedell, Center Assistant at Walton

Motion: Jessica Dorsey

Second: Michele Davis

FYI/Discussion-

Review Date/ Monitoring Protocol-The federal review will be from October 27th to October 31st. Volunteers to talk to the federal review team will be: Crystal Cooper, Crystal Yancey, Gena Carnley, and Sheron McLaney. Kim went over the monitoring protocol citing each question and answering the same for the sections that covered Policy Council in Program Governance.

Implement Planning-Discussion was conducted while the Planning Plan was read.

Policy Council Training-Gena Carnley gave a quick synopsis of the training that was received at the Program Governance Training in Panama City.

Take Home Items:

None

Announcement:

None

Adjournment -

The meeting was adjourned at 7:20 P.M. following a motion by Michelle Davis, and seconded by Jessica Dorsey. There will be a meeting scheduled for November 3, 2008.