

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

POLICY COUNCIL MEETING
September 8, 2008

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Gena Carnley		Angela Siniard	Cynthia Brown
Jessica (Loyed) Lee		Dorothy McClendon	Kathy Shull
Woodrow Vaughn		Kay Whitenight	Ruth Kelley
Barbara Jones		Carolyn Clear	
Mary Harris		Kim Gillis	
Kelly Laminack			

The meeting was called to order at 5:58 P.M. by the Policy Council chairperson, Gena Carnley.

Roll call was taken by Kay Whitenight, Director's Assistant, due to Ashley Lennemann moving, no Policy Council secretary would be elected for one meeting. A quorum was established with six present members and no members absent at this time.

The minutes for the meeting of August 4, 2008, were reviewed. Woodrow Vaughn made the motion for the approval of the minutes, and Barbara Jones seconded the motion. The group voted their approval of the minutes as written.

All members, guests, and staff introduced themselves. Policy Council chairperson, Gena Carnley, read the names of the new candidates to be seated/re-seated. They are: Woodrow Vaughn, Community Representative from Holmes County; Sheron McLaney, Community Representative from Walton County. The following are the parent members: Crystal Yancey from Chautauqua; Kelly Laminack from Chipley; Jessica Dorsey from Walton; Michele Davis and Gena Carnley from Westville. Mary Harris made the motion for the approval of the new term members, Kelly Laminack seconded the motion. The group voted their approval of the new term members.

Chipley had their parent meeting on August 28th, and re-elected their past president. The Policy Council member was also re-elected. The parent committee for this year seems more up-beat.

Walton had their parent meeting on August 22nd, and voted a new president, vice president, and secretary. Their next parent meeting is September 15th.

Westville had their parent meeting on August 26th and a "Breakfast with the Grandparents" on September 5th. All future parent meetings will be the second Monday of the month.

Chautauqua had 21 parents attending their Child/Parent Activity Day on August 28th as well as their parent meeting. A president and vice president were elected. The next parent meeting will be on September 25th which is the same day as their Child/Parent Activity Day. They will be having some home library activities.

Kim reviewed the Director's Report stating that all centers have full enrollment. ERSEA shows the centers' status and that each have a waiting list. Chautauqua has no VPK or Extended Care this year at this time. USDA has not sent out their reimbursements for the first month of the school year. In-kind shows a slight gain, but its percentage is lower this month than it was at this same time last year. We are still trying to find ways to help bring in some extra in-kind. One staff member did not return when school began and interviews were

conducted on September 5th. Kim told the members that two Program Instructions have been sent to the all programs stating that prospective employees must first have a criminal record check before being hired. Kim will be having a phone conference with the Florida Directors. Program Governance training is schedule for Saturday, September 27th at Panama City. The financial status report is doing well except for Washington Co. van fuel/maintenance.

Under old business:

There was no old business.

Under new business:

Kim explained our Program Design and Management Plan for Program Governance, Management Systems and Procedures, On-going Monitoring Plan (which includes: the area monitored, responsibility, when, and the results used for) and, Human Resources Management. Kay briefly explained what the Technology Plan entailed. Kim went over the highlights of the Emergency Plans for Chautauqua, Chipley, Walton, and Westville. The Parent Training Plan was described as to how and why different topics of training are used in this plan. Various Policies and Procedures are initiated with our different plans for details to and to re-enforce our Performance Standards. The Internal Dispute Resolution was explained to the members as to its functions and need.

The following items were reviewed and approved:

Program Design & Management Plan

Motion: Barbara Jones

Second: Kelly Laminack

Technology Plan

Motion: Woodrow Vaughn

Second: Jessica Lee

Emergency Plans – Chautauqua, Chipley, Walton, Westville

Motion: Barbara Jones

Second: Woodrow Vaughn

Parent Training Plan 2008-2009

Motion: Kelly Laminack

Second: Jessica Lee

Alternate Routes Policy & Procedure

Motion: Mary Harris

Second: Kelly Laminack

Pedestrian Safety Education (Children) Policy & Procedure

Motion: Woodrow Vaughn

Second: Barbara Jones

Extend Care Policy & Procedure

Severe Weather Safety Drill Policy & Procedure

Accident/Sudden or Severe Illness of Children or Staff Policy & Procedure

Security Awareness Policy & Procedure

Hurricane Evacuation Policy & Procedure

Fire Plan Policy & Procedure

Bomb Threat Policy & Procedure

Dental Hygiene Policy & Procedure

Motion: Barbara Jones

Second: Woodrow Vaughn

Basic Computer Maintenance Policy & Procedure
Computer Connections and Positions Policy & Procedure
Computer System and Equipment Policy & Procedure
Computer Use Policy & Procedure

Motion: Jessica Lee

Second: Kelly Laminack

Internal Dispute Resolution Policy & Procedure

Motion: Kelly Laminack

Second: Jessica Lee

FYI/Discussion-

Meeting – Day and Time – Will remain on the first Monday of the month starting at 6:00 p.m.

Triennial Review/Monitoring Protocol – Needed documents must be emailed to the Region IV office by September 21st. We will be receiving a 30 day notice as to when the Federal Review Team will arrive. On September 27th, Policy Council and Board of Directors will be invited to the annual Program Governance Training. The Program Governance section of the OHS 2008 Protocol Handbook was distributed to the Policy Council members.

Take Home Items:

Policy Council By-laws

Announcement:

Program Governance Training will be in Panama City on September 27, 2008.

Adjournment -

The meeting was adjourned at 6:50 P.M. following a motion by Woodrow Vaughn, and seconded by Mary Harris. There will be a meeting scheduled for October 6, 2008.