

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

June 6, 2022

Present:
Donna Carnley
Charlie Stevenson
Darla Sutton
Candida Harris
Katie Sasser

Absent:
Claudia Jefferson
Savannah Ganey
Elizabeth Fletcher
Monica Hill
Carly LeoGrande
Tabatha Roberts

Guests:
Kim Gillis
Nicole Thomas
Hope Sharp

Nicole Thomas called the meeting to order at 12:03pm. She called roll, with five members present and six members absent. A quorum was not present. The council decided to move forward with meeting and vote on the agenda items, with results pending a phone poll with a sixth member. Katie Sasser made the motion to approve the minutes from the May 2, 2022, meeting. Darla Sutton seconded. Motion will carry pending phone poll.

CENTER COMMITTEE REPORTS

Nicole Thomas gave the report for the Early Head Start as follows:

The most recent parent meeting was held on May 3, 2022. The end of the year water day is scheduled for June 17. There are children who will be transitioning internally from one class to another, and four new children will enroll. The EPIC van summer program will do enrichment activities with the kids every Tuesday starting June 21. The parent committee is requesting \$125 dollars from the parent fund for the end of the year celebration. The funds will be used for food, decorations, and water toys. Parents would like to start having more parent activity days and events and requested more advance notice of center activities. Katie Sasser made the motion to approve the fund request. Darla Sutton seconded. Motion will carry pending a phone poll.

Nicole Thomas gave the report for the Chipley Head Start as follows:

The parent meeting was held on April 26, no meeting was held in May. On May 20 we held our End of Year Celebration, "The Graduation" at Shivers Park. All of the children were present to participate in the celebration. Family members well attended it. The staff and children were excited, proud, ready, and prepared to show what they have been learning at school. We had a good school year and wishing the best to the ones that will be entering kindergarten in August and preparing for the others that will return to Head Start and the arrival of new children.

Nicole Thomas gave the report for the Walton Head Start as follows:

Walton Head Start had two big events that brought in a significant amount of in-kind for the program and a lot of families was in attendance for these events. On May the 5th, Walton Center held its annual prom. The children had an opportunity to dress up, dance, eat, and

socialize with each other. On May 26th, the three-year-old classroom had a Moving on Up event, which they sang songs for their parents and received their first-year completion certificates. This event also was an opportunity to bring in in-kind for the center. Later that day, a graduation ceremony was held for the children that was transitioning to kindergarten for the next up-coming school year. The children also performed songs and received their certificates for completing. The staff of the Non -Profit Organization Sharing & Caring donated a significant amount of decorations and food for the prom and graduation. No parent meeting was conducted in the month of May because it had to be cancelled due to staff shortage.

DIRECTORS REPORT

Kim went over the numbers as reported on the Directors Report. She brought attention to the fact that we do not currently have a wait list for the home-based program, we have four children on extended care, and we met the required 10% disability requirement. The socializations for the month were not completed due to weather, and those will have to be made up.

FINANCIAL REPORTS

Kim reported that we are currently operating on half of the budget, which explains the areas that are showing as overspent on the status reports. Our Program Specialist has confirmed that the rest of our funds were approved, and we should get it in a week or so. The CRSSA funds are for Covid related items and must be spent by March 2023. The floaters are being paid from this fund. The ARP report is from the covid funding as well, but it is a little more flexible in what we are allowed to use it for. Incentives for staff were paid from this fund and we are looking to provide additional incentives to staff based on longevity. We are also looking to get deep cleaning done at our sites by a cleaning company. We received an in-kind waiver for our cash match requirements.

Kim went over the purchases made on her Visa card this past month as well as those from Nicole Thomas and Ruth Kelley's cards. Kim went through the list of Walmart charges by center and explained the purchase made on the Lowes account. Lastly, she went over the fuel charges for EHS and HS.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training- Monitoring Reports

The monitoring plan will be developed this summer for review and will detail what is to be monitored by who and when. The monitoring is turned into the director for review, then tracked by Nicole.

Mid-year Child Outcomes

Kim referred to the charts on the data analysis and talked about the comparison between Fall and Winter checkpoints. This report shows the percentage of children that fell below, met, or exceeded the standards at each checkpoint.

Self-Assessment Improvement Plan

The plan was provided to the group prior to the meeting. Kim went over the different areas that were reviewed and the plan given to strengthen that area along with a target date for completion. Kim pointed out that the lack of mental health services remains a concern and we are continuing to work on this. Florida Therapy is not able to contract with us but will accept referrals. The Family Service Coordinator is looking into getting Life Management back in if they have resumed visits yet.

Community Assessment Update

The findings and recommendations from the assessment was provided to the members. Kim informed everyone that the full report can be mailed to anyone who wants it. Kim went over the recommendations that will be taken into consideration moving forward in order to best serve the community and families currently enrolled.

Two Calendar Changes

Kim explained the need to make two changes to our school calendars. Due to training dates and requirements, the Head Start teaching staff will need to return on July 18 and the Early Head Start will need to close a week early, on July 21 instead of July 28, as originally planned.

Policy Council Training Calendar

Kim shared the calendar with the group and explained the trainings and when they are offered. She asked that if anyone has any suggestions to let her know.

Continuation Grant/Budget

This is currently in the works. We need Policy Council and Board members to give input. If anyone is interest in working on this, let Kim know.

Recruitment Activities

This topic was discussed during the self-assessment. Katie Sasser and Savannah Ganey are both willing to help set up a recruitment event in the Bonifay area. Kim invited any other members to participate.

Purchase Teaching Strategies Enhancements

Kim discussed the package deal that is now available with the group. Features of this program now include Ready Rosie, Marco Polo, and training access to staff. Kim discussed the cost of the program with the group explaining that the cost for Head Start would be \$26,290 and the cost for Early Head Start would be \$3,750 for the year. The Program Specialist has reviewed the request and said it will be ok to proceed as long as we follow our policies. Darla Sutton asked how the program helps with obtaining training. Kim explained that TSG offers the required classes to allow staff to obtain a CDA.

APPROVALS

Policies: Vendor Food Shopping, USDA/CCFP Regulations

Motion: Katie Sasser Seconded: Darla Sutton Pending phone poll.

Mid-Year Child Outcomes, Self-Assessment Improvement plan, Community Assessment Update, Calendar Changes, Policy Council Training Calendar, Purchase of TSG Enhancement (All previously discussed.)

Motion: Katie Sasser Seconded: Donna Carnley Pending phone poll.

ANNOUNCEMENTS

The next policy council meeting will be held on August 1, 2022.

ADJOURNMENT

Meeting was adjourned at 12:49pm

As recorded by Nicole Thomas

*****Phone Poll Results*****

On June 7, 2022, a sixth member, Savannah Ganey, was contacted by phone to review the items for approval as listed on the agenda. The chart below shows the items discussed by phone and documents her approval of all items.

Date/name	May 2, 2022, Minutes	EHS End of Year Celebration funds \$125	Nutrition Policies: Vendor Food Shopping, USDA/CCFP Regulations	Mid-Year Child Outcomes, Self-Assessment Improvement Plan, Community Assessment Update, Two Calendar Changes, Policy Council Training Calendar, Purchase TSG Enhancements
6/7/22 Savannah Ganey	approve <u> X </u> disapprove <u> </u>	approve <u> X </u> disapprove <u> </u>	approve <u> X </u> disapprove <u> </u>	approve <u> X </u> disapprove <u> </u>

Claudia Jefferson
[Claudia Jefferson \(Aug 6, 2022 16:16 CDT\)](#)

SECRETARY

Aug 6, 2022

DATE

June 2022 Policy Council Minutes

Final Audit Report

2022-08-06

Created:	2022-08-04
By:	Kim Gillis (kim@tricityheadstart.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7-nH4NLHqgBetACAsPftem32xgNeqCJR


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 Document created by Kim Gillis (kim@tricityheadstart.com)

2022-08-04 - 9:36:31 PM GMT- IP address: 67.132.67.154

 Document emailed to claudiadavis85@yahoo.com for signature

2022-08-04 - 9:37:22 PM GMT

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2022-08-06 - 9:13:28 PM GMT- IP address: 67.195.51.156

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