

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

August 1, 2022

Present:
Donna Carnley
Darla Sutton
Savannah Ganey
Tabatha Roberts

Absent:
Charlie Stevenson
Claudia Jefferson
Candida Harris
Katie Sasser
Elizabeth Fletcher
Monica Hill
Carly LeoGrande

Guests:
Kim Gillis
Nicole Thomas
Hope Sharp

Kim Gillis called the meeting to order at 12:05 while awaiting the arrival of the Chairperson. Nicole Thomas called roll, with only two members present. A quorum was not present. The approval of minutes was tabled until later in the meeting, as more members were expected to join.

CENTER COMMITTEE REPORTS

Nicole gave the report for the Chipley Center as follows:

The staff were welcomed back and are ready and looking forward to the new school term. Our Open House and Orientation will be August 8 from 9am-11am. It will be a meet and greet, tour of the center and visit the Classroom. The teaching staff prepared a classroom picture frame art activity for the parent and child to do for their family photo. The first day of school is August 10. A Parent Meeting is August 22 at 1:30pm. No suggestions or concerns at this time.

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

The most recent parent meeting was July 14. The last day for the children was July 21. Water Day and End of Year Celebration was July 21. The children had fun and a few families attended. Open House is planned for August 9 from 10am to 2pm. No approval requests submitted. Parents are excited to return to pre-covid activities with their kids in the classrooms. Parents are concerned about the mosquito problem on the playground and the mess the sand makes in their child's hair and clothes. Nicole reported that the mosquito problem has been addressed with our pest control and they are scheduled to spray the playground next week before school starts. The sand issue is ongoing until we can hire someone to place new material on the playground and the sand is required to meet fall zone regulations.

DIRECTORS REPORT

Kim went over the reports for the June-July time period. Head Start was out for summer, explaining why their enrollment and ERSEA numbers were not reported. Kim addressed that she did not receive the report for home based in time to put all the numbers into the report, so she

clarified the corrections to make on the number of visits conducted for the home-based program. The USDA will be reported at the next meeting.

Savannah Ganey joined the meeting at this time, bringing the total number of members present to three.

FINANCIAL REPORTS

Kim continued with the status reports and went over page 2 of these forms, addressing the increase in vehicle insurance. This was an unexpected increase so that line item shows that not enough was allocated for this area. Early Head Start only had one vehicle, so that budget was not affected as much. However, the Building and Child insurance did go up. All these increases will be considered and adjusted in our new grant. The CRRSA and ARP funds are the additional funds used for extra expenses related to covid pandemic. These funds must be spent by March 2023. A waiver was received for in-kind, so nothing was budgeted for this area. As of June 30, over 60,000 was collected for Head Start and over 23,000 for Early Head Start.

Kim discussed the Visa credit cards and reported the types of things purchased with each card. Many of the charges on Kim's card were related to the Prom and End of Year Celebration at our Walton Center, as well as used to put a deposit on the building used, which was refunded. Mandi's card was primarily used for training, recruiting events and classroom supplies. The Lowes card was used for miscellaneous materials and repairs. The Walmart card was used for center supplies. The WEX card was used for gas for the company vehicles.

Kim went over both Forms 5500, showing benefits and retirement paid for employees. She also discussed the 403 Plan audit, which shows the audit of our retirement plan. The 941 Form shows taxes withheld quarterly and the Federal Financial Form reports cash disbursements and cash on hand.

Tabatha Roberts joined during this time, bringing the total voting members to four.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training- Self-Assessment

Kim explained that the policy council is involved with the annual assessment and are asked to review the Self-Assessment plan and gather information needed to help improve the program.

Core Values

In a recent training, the trainer recommended that we develop a list of core values. The staff were surveyed on what values they feel should be included in our top core values. The six values with the most votes were adopted as our core values, and we are going to get these made into posters to post at the sites and in the classrooms.

Continuation Grant

A copy of the grant was emailed this morning. The Head Start grant is for \$1,999,611 and Early Head Start is for \$487,807. There is a possibility that some things will have to be revised slightly from what is currently listed. Kim asked for input on how to configure the budget, explaining that there are certain items that always fluctuate. Kim wants Policy Council members to look it over and give suggestions. A finalized copy will be sent out when completed. Kim wants any concerns or questions to be brought to her as soon as possible.

Partial In-kind waiver

Kim asked the council about approving a 25% in-kind waiver for the upcoming year. This allows us to have to collect a smaller portion of the required in-kind. This will be voted on during approvals.

Training Plans

There have not been many travel trainings for the staff training plan lately due to covid. We are expecting more travel trainings in the upcoming year, but many will still be virtual as well. The Policy Council and Board training plans were provided at a previous meeting and no changes were made or suggested. The parent training plan is not ready yet, as parent input at the beginning of the school year is used to develop this plan.

Longevity Incentive

It has been recommended that the ARP funding be used to offer Longevity Incentives to our staff who have been loyal and worked through the pandemic. Kim explained the incentive would go to all employees based on tenure. Amounts would start at \$100 dollars and go up in amount based on the length of time employed and education status. This is scheduled to be implemented in September.

Request to Purchase Vehicle

If the funds are available, the program is considering the purchase of a new vehicle. We have priced a 2023 Buick Encore, with estimated cost of around \$23,000. This would be purchased from the Early Head Start fund for use by the Home Visitor.

Parent Committee President Interview Policy

Kim addressed the difficulties we have during the interview and hiring process. As the policy is written at this time, we must notify parent presidents in advance of an interview so that they have the opportunity to sit in on the interview. The parents usually opt out of the practice anyway, so Kim asked for suggestions on how to continue to involve parents while still being able to conduct interviews as needed.

Expenses for Flooring and Tree Clean up

Kim addressed the Emergency Maintenance work approved by the Executive Director for our Walton Head Start. Trees were removed from the back of the property that posed a danger. The cost of this was around \$19,000. We also had work done on the flooring in the buildings which came to a total of around \$27,000.

Recruitment activities

Two members of the policy council, (Savannah and Katie) were a huge help in preparing for and executing our recruiting event in Bonifay on July 16. Katie and her daughter came the week before the event and prepped the lunch and information bags, as well as made posters to display. Savannah went above and beyond and helped contact and coordinate with the vendors, got there early to set up and stayed after to clean up and ensure the water slide was returned. Many applications were given out at the event.

APPROVALS

Approval of Minutes from June 2022 Meeting:

Motion: Darla Sutton Second: Donna Carnley pending phone poll.

Policy Updates and deletions:

Darla asked about the policies being deleted. Nicole explained that the Mental Health policies were just condensed into other policies, but the procedures remained the same with the exception of the Mental Health Procedures policy, which had changes made in red.

Motion: Tabatha Roberts Second: Darla Sutton pending phone poll.

Plans, Waiver, Grant, Incentive and Vehicle Purchase:

Motion: Darla Sutton Second: Tabatha Roberts pending phone poll.

New Hires/ Transfers:

Kim addressed the changes made to staffing within the program.

Motion: Tabatha Roberts Second: Donna Carnley pending phone poll.

ANNOUNCEMENTS

ADJOURNMENT

Savannah Ganey called the meeting adjourned at 12:53pm.

As recorded by Nicole Thomas

Phone poll results:

Two additional members were contacted on 8/1/22 to complete the quorum. Katie Sasser and Claudia Jefferson gave approval via phone poll of all items listed above.

Claudia R. Jefferson
Claudia R. Jefferson (Sep 13, 2022 15:07 CDT)

SECRETARY

Sep 13, 2022

DATE







August 2022 Minutes--final

Final Audit Report

2022-09-13

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