

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

September 12, 2022

Present:

Donna Carnley  
Darla Sutton  
Charlie Stevenson  
Savannah Ganey  
Tabatha Roberts

Absent:

Carly Leogrande  
Monica Hill  
Katie Sasser  
Elizabeth Fletcher  
Claudia Jefferson  
Candida Harris

Guests:

Kim Gillis  
Nicole Thomas  
Miracle Dissellhoff  
Bryana Jackson  
Samantha McClaren  
Cynthia Brown  
Heather Wilkerson

Kim Gillis called the meeting to order at 12:07pm. Nicole Thomas called roll, with only three members present and eight members absent. A quorum was not present. The seating of new members and approval of minutes was tabled for later in the meeting, pending the joining of more members.

#### CENTER COMMITTEE REPORTS

Nicole Thomas gave the reports for the Chipley, Westville, and CEEC centers as follows:

Westville- The most recent parent meeting was 8/30/22. The children had dental and lead screenings over the last few weeks. The first parent meeting went great. Parent voted on two new policy council members. The parents also voted to have a fall festival in November for the first big family activity. The parent committee requested \$250 from the parent fund for the fall festival to buy games and prizes. The request for funds was tabled since a quorum was not present.

CEEC- The most recent parent meeting was 9/9/22. We do not have any activities planned at this time. We have had sickness go through our center. Everything from the stomach bug to Covid. Staff have been cleaning and making sure children are washing their hands. The next parent meeting is October 6 at 8am.

Chipley- The most recent parent meeting was 8/22/22. We are off to a good start for the 22-23 school term. The first parent meeting was successful. The election of officers was held. The next meeting is September 22 at 1:30pm. The month of September includes dental exams, hearing screenings, picture day, grandparents' day activity and the monthly story time at the center with Patsy Justice for Chipley Kiwanis Club. They requested \$125 for the first big event which will

be a Thanksgiving Harvest Activity on day in November. We would like to purchase items for this event from Oriental Trading, Walmart and/or Amazon. The fund request was tabled since there was not a quorum present.

Bryana Jackson gave the report for the Walton Center as follows:

Hearing, dental, and lead screenings have been going on. The parents are also making a float for the Walton Parade. They are looking into doing field trips this year and talking about doing a Harvest Activity for Thanksgiving and a Halloween Activity. There will be a parent meeting tomorrow to finalize these plans and are looking to get sponsors for these events. The Grandparents Day activities were successful.

No reports were given for the EHS center.

#### DIRECTORS REPORT

Kim explained what the Directors report is and went over the numbers for each section. She explained that disability numbers must be at 10% by January. There are screenings currently taking place, so evaluations and referrals will be ongoing. Kim explained how we get reimbursed from USDA and why it is important for children to be present for each meal.

Savannah Ganey joined the meeting, bringing the total present to four.

#### FINANCIAL REPORTS

Kim explained the status reports and what each column of our budget represents. Members had no questions regarding the reports. Next, Kim went over the months spendings on the Visa, Lowes, Walmart and Wex accounts. Bryanna Jackson asked how the requests for supplies are made and if the policy council member participates in the approval process. Kim explained that the requests for all orders go directly to the Director who approves the purchases before they are made. Nicole explained that the policy council representative would request the use of funds from the parent fund for special activity days, but that everyday operation purchases are approved as needed by the Director.

#### OLD BUSINESS

#### NEW BUSINESS

#### FYI/DISCUSSION

#### Monthly Training Topic-PIR

Kim shared the PIR documents consisting of indicator reports from multiple service areas. The reports are shared with Head Start every year and are due by August 31. Head Start looks over these reports and monitors that requirements are being met.

#### Child Outcomes

Kim shared the results from the End of Year Child Outcomes Reports for Head Start and Early Head Start. She made note of the bar graph used to demonstrate the percentages of children that started below, meeting, or exceeding expectations in the fall and compared them to the percentages that were below, meeting or exceeding the expectations by the spring. The graph shows the outcomes for all areas of development.

#### Strategic Planning

Kim asked that the council consider serving on a planning committee which will help develop plans by looking at a community assessment and self-assessment data. We will revisit the creation of this committee in October to see who would be interested and able to participate and give input.

#### Recruitment and Hiring

Kim reported where we are at in the enrollment and staffing areas. The program continues to struggle to maintain full enrollment. Beginning in September, Head Start will begin monitoring enrollment and if not fully enrolled for four consecutive months a plan must be put in place with the Office of Head Start. We do not want it to come to that point, so we are asking that parents to be recruiting others by recommending the program to their friends and family. The staff shortage also remains an issue. Westville and Chipley are the only sites that are fully staffed. Early Head Start and Walton are struggling the most. One classroom in Walton cannot be opened until more staff are hired.

#### Annual Report

This report was emailed to members prior to the meeting and gives information on the operations of the program for last school term. No members had questions about this report.

#### APPROVALS

Tabatha Roberts joined the meeting in person, bringing the total number of members to five. She stated she had been able to hear the rest of the meeting but came in person for the approvals because we were not able to hear her.

#### Seating of New Members:

Nicole announced the names of the new members to seat in place of the previous members, as well as the returning members that need to be re-seated as follows:

- Miracle Dissellhoff replacing Elizabeth Fletcher for CEEC parent representative.
- Diamond Sherrod replacing Monica Hill for Chipley parent representative.
- Angela Graham replacing Candida Harris for Walton parent representative.
- Bryana Jackson replacing Claudia Jefferson for Walton parent representative.
- Kristen Barnhill replacing Katie Sasser for Westville parent representative.
- Samantha McClaren replacing Savannah Ganey for Westville parent representative.
- Donna Carnley re-seated as Holmes County Community representative.
- Charlie Stevenson re-seated as Walton County Community representative.
- Darla Sutton re-seated as Washington County representative.

There were no new parent representatives elected for the new school year at the Early Head Start Center, so Carly Leogrande and Tabatha Roberts will continue remain on the council until new members are elected and seated.

Motion: Darla Sutton                      Second: Donna Carnley                      Pending Phone Poll.

Minutes from the August 2022 meeting:

Motion: Darla Sutton                      Second: Donna Carnley                      Pending Phone Poll.

New Hires:

Kim discussed the positions filled since the last meeting as follows:

Holly Watson for cook at Chipley Head Start.

Jessica Bowden for Teacher Assistant at Westville Head Start.

Carrie Hyde for Teacher Assistant at Westville Head Start.

Malisa Yates for Family Service Advocate at Westville Head Start.

Brittany Rodriguez for Floater at Early Head Start.

Alezavia Bryant for Teacher Assistant at Walton Head Start. Kim informed the council that this individual has already resigned, but we must get approval from the council since she was hired for a brief time.

Motion: Tabatha Roberts                      Second: Darla Sutton                      Pending Phone Poll.

The fund requests for the Chipley and Westville centers remained tabled until the October meeting.

#### ANNOUNCEMENTS

The next policy council meeting will be held on the first Monday in October.

#### ADJOURNMENT

Savannah Ganey adjourned the meeting at 1:13pm.

As recorded by Nicole Thomas



SECRETARY

Oct 3, 2022

DATE

Phone Poll Results:

On 9/12/22 an sixth member of the council was contacted. Katie Sasser approved all the approvals as listed above. Donna Carnley was also contacted for approval of the new hires since she was dropped from the zoom meeting before that approval was completed.






# September 2022 Policy Council Minutes

Final Audit Report

2022-10-03

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