

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

October 3, 2022

Present:		Absent:	Guests:
Charlie Stevenson	Samantha McClaren	Donna Carnley	Kim Gillis
Darla Sutton	Miracle Disselhoff	Diamond Sherrod	Nicole Thomas
Bryana Jackson	Tabatha Roberts	Nicole Sasser	Kenya Jackson
Angela Graham			

Kim Gillis called the meeting to order at 12:02pm. Nicole Thomas called roll with seven of nine voting members present. A quorum was established.

Seat New Members

Nicole explained that two members resigned from their positions last month, which brought the number of members seated from eleven to nine. A replacement member for one of these positions was elected at the Westville Head Start's last parent meeting. Nicole Sasser was elected to serve on the council in the place of Kristen Barnhill, who resigned. Tabatha Roberts made the motion to seat Nicole Sasser on the council as the new Westville parent representative. Samantha McClaren seconded the motion with all in favor. The seating of this member brought the total number of members to ten. The EHS center-based position remains vacant until that center can hold a parent meeting to elect a representative.

Election of Officers

Tabatha Roberts motioned to elect Samantha McClaren as the Chairperson. Darla Sutton seconded with all in favor. The motion carried. Samantha motioned to approve Bryana Jackson as the Vice Chair. Tabatha seconded with all in favor. The motion carried. Tabatha motioned to approve Donna Carnley as the Secretary. Samantha seconded with all in favor. The motion carried.

Approval of Minutes

Tabatha Roberts made a motion to approve the minutes as written for the September 2022 meeting. Darla Sutton seconded the motion with all in favor. The motion carried.

CENTER COMMITTEE REPORTS

Samantha McClaren gave the report for the Westville Center as follows: The most recent parent meeting was on September 27. The children were screened for hearing on September 20. Grandparents Day was September 12. The grandparents made crafts with the children. Everyone had a great time, and we had a great turnout. October 7 the center will be closed. The center requests \$250 from the parent fund to purchase supplies to hold a fall festival

in November. Tabatha Roberts made the motion to approve the funds, Darla Sutton seconded the motion with all in favor.

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

At the last parent meeting the parents discussed decorating pumpkins. The Walton Academy will be sponsoring the Fall Festival. The committee also discussed the possibility of having Angel Tree donate toys for Christmas event. Kim advised this would be allowed. The parent committee is also requesting \$250 from parent fund for the Fall Festival. Samantha McClaren made the motion to approve the fund request. Tabatha Roberts seconded with all in favor.

Nicole Thomas gave the Early Head Start report as follows:

Two parent meetings were attempted in September, but both had poor turn outs, so they were not able to conduct business to elect new members or plan events. The center coordinator is looking into options to provide door prizes to encourage more parent participation.

Nicole Thomas gave the report for the Chipley center as follows:

The most recent parent meeting was September 22. The month of October will include theme and dress up days to celebrate Chipley and Vernon High School Homecoming week. We are learning about pets. A parent/child activity day will be on October 7. The center will be closed October 17-18. We will have the monthly story time with Patsy Justice from Chipley Kiwanis Club. An early release day will be on October 26. The next parent meeting will be on October 20. The parent committee requested funds in the amount of \$125 for the first event which will be a Thanksgiving Harvest in November. They plan to use the funds to purchase items from Oriental Trading and Amazon for this event. Darla Sutton made the motion to approve the fund request. Bryana Jackson seconded, with all in favor.

Miracle Disselhoff gave the report for the CEEC center as follows:

The most recent parent meeting was on September 9. Clay and Jessica Permenter are visiting the center on October 6 to discuss their jobs with the class. The fall festival will be on October 28. The center will be closed on October 7. The parent committee is requesting funds for \$125 for the Fall Festival. Tabatha Roberts motioned to approve the fund request. Samantha McClaren seconded, with all in favor.

DIRECTORS REPORT

Kim gave the report for the enrollment and ERSEA numbers for last month. The only center that met the requirements for attendance was Chipley. There has been a lot of illness going around, which may explain why attendance is so low at the other centers. If it continues, an analysis may need to be done to figure out how to improve attendance. We are meeting the disability requirements for EHS, and HS has until January to meet the ten percent. There are a few that are in the evaluation process. There were no mental health visits last month. Kim explained why not all the home-based home visits were completed. In-kind is not required until November but it is still collected. Kim gave the totals and the percent met so far. USDA was in

the plus last month and is always reported a month behind. Kim reported the number of staff and number recently hired.

FINANCIAL REPORTS

Kim explained the budget and notified the council that the YTD should not list all zeros and she is looking into why the report is reading this way. It could be related to the COLA approval being added to the budget. Once Kim has an answer for this, she will address it at the next meeting. In-kind report will vary from what is reported on the monthly director report because of the process with inputting in-kind.

The Visa Cards were used for grocery, training, and center supplies. The Lowes account represents spending from multiple sites. Remodeling the floors was done at the EHS center. Each center has a Walmart card that is used for miscellaneous purchases such as cleaning supplies and diapers. The Wex statement shows the amount spent on gas for the company vehicles.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training-Directors Report/Eligibility

Kim went over the items discussed monthly in each Directors Report. She also explained to the group the process we use to verify a family's eligibility to participate in the program and the steps we take to ensure that the most in-need children are accepted first.

Head Start Awareness Month

October is Head Start Awareness Month. Kim invited everyone to follow our Facebook page for information and posts to share about the Head Start Program.

Budget Revision Request

Kim explained the need to move money to a different area to allow for the purchase of a new vehicle. Kim went over the options for vehicles that we are looking at and the prices in total. Funding will also need to be available for a camera system and for door monitoring cameras and Kim gave the quoted amounts for these items, explaining that any amount over \$10,000 we would request additional quotes for. Since we were not fully staffed all year, the extra funds would be moved from wages/fringe benefits and added to the equipment budget. Angela Graham asked about staff receiving raises with extra funding left in the wages fund. Kim explained how staff are able to receive pay increases and that we have been able to use certain funds to give incentives to our staff. However, we have a set amount that we receive each year that goes toward staff wages, so to give a raise to staff with left over money would not be possible because we are not guaranteed to have the same amount left over in subsequent years. Kim also pointed out that there is discussion taking place in Congress to raise wages for Head Start staff, so we hope to be able to make increases soon. Samantha McClaren posed a question

about the camera system and how bids work. Kim explained that it gets run in the newspaper to request quotes.

Strategic Planning

We are in the last year of our five-year project period. For next year, we will renew our grant and a new Community Assessment will be conducted. During this time, we will be looking at the need to reduce or convert Head Start slots. We will have to carefully look at numbers to make these decisions. Kim asked that whoever is willing to participate in this process to please volunteer. She is looking at holding a Strategic Planning Committee meeting on October 25 at 1pm and would like for policy council members, board members, and staff from every site to participate. We need input from parents so the meeting is open to whomever would like to attend and give input into our future planning. More information about the meeting will be sent to all members of the council.

Five Staff Under Professional Development Plan

It has been a struggle to get staff hired. The new hires and transferred staff that have taken teaching positions are under professional development action plans to ensure that they obtain the minimum required training within a certain amount of time. There are a total of five staff who are currently working on GED, CDA and Teaching Credentials.

IM-Strategies to Stabilize the HS Workforce

This information was sent to members with their mail out packets. Kim added that this information will also be a part of the strategic planning process.

IM-Reporting Child Health and Safety Incidents

This information was emailed to all members the morning of the meeting. Kim explained that it contains information regarding procedures for keeping our children safe at all times.

APPROVALS

Parent Participation in Recruitment and Selection of Staff Policy

Motion: Tabatha Roberts Seconded: Samantha McClaren Motion carried.

Head Start Criteria form update

Kim explained the change made to the criteria sheet to include fifty-five points now being allocated for children who apply and do not turn three until after the September 1 deadline each year.

Motion: Samantha McClaren Seconded: Tabatha Roberts Motion carried.

Budget Revision

Motion: Samantha McClaren Seconded: Tabatha Roberts Motion carried.

Hires/Transfers

Kim explained the new hires and transfers as listed on the agenda and pointed out that Susan Menser, who was hired for Early Head Start, only worked for a couple of days, and resigned.
Motion: Samantha McClaren Seconded: Tabatha Roberts Motion Carried.


ANNOUNCEMENTS

The next policy council meeting will be held on the first Monday of November.

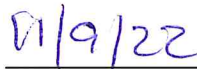
ADJOURNMENT

Samantha McClaren adjourned the meeting at 1:05pm.

As recorded by Nicole Thomas
10/3/22



~~SECRETARY~~
Chairperson



DATE