

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

November 7, 2022

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

The meeting was called to order at 12:02pm. Nicole Thomas called roll with seven of nine members present. Nicole explained that the Chipley Parent Representative had resigned from her position due to her new work schedule, which brought the total seated members from ten to nine. Christi Heitger was elected to serve as the Early Head Start parent representative. Samantha McClaren made the motion to seat Mrs. Heitger as the EHS parent representative. Darla seconded the motion, with all in favor. Motion carried and Christi Heitger was seated as the new representative, bringing the total number of members back up to ten, with eight in attendance for the meeting. A quorum was therefore established.

Tabatha Roberts made the motion to approve the minutes from the October meeting. Nicole Sasser seconded the motion, with all in favor. Motion carried.

#### CENTER COMMITTEE REPORTS

Nicole Thomas gave the report for the Westville Center as follows:  
The most recent parent meeting was on 10/25/22. October 6 the center held a Rodeo for the families. October 27 the center celebrated Halloween with a dance. November 18 the parents will have a Fall Festival for the children at the center. No approval requests or suggestions at this time.

Miracle Disselhoff gave the report for the CEEC Center as follows:  
There is a parent child activity all week this week on the topic "what are we thankful for". Thanksgiving dinner for parents and children will be on November 18. The center will be closed on Friday November 11 in observance of Veterans Day. The center is closed November 21-25 for Thanksgiving. The parent committee is requesting funds in the amount of \$125 for a parent/child activity for the month of December. Samantha McClaren made the motion to approve funds, Tabatha Roberts seconded, with all in favor. Motion carried.

Christi Heitger gave the report for the EHS Center as follows:  
The most recent parent meeting was 10/25/22. The Fall Fest will be on November 18, with Thanksgiving Lunch to follow. The parent committee is requesting \$125 for the Fall Fest. Tabatha Roberts made the motion to approve the funds requested. Miracle Disselhoff seconded with all in favor. Motion carried.

Nicole Thomas gave the report for the Walton Center as follows:

At the 11/4/22 parent meeting the parents discussed the great turn out with the pumpkin decorating activity, fair participation, and flashlight night. Many parents participated in the Angel Tree registration event as well. We took part in a fun filled spirit week with a great number of children and staff participation. Parents discussed the upcoming dates for the Thanksgiving dinner as well as activities to do before the dinner. Parents will decide on dates for the Christmas events as well. Parents suggested to bring grocery items to help with the Thanksgiving Dinner. Parents also discussed the plan for the next parent meeting to secure the dates and plans for upcoming events.

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

The most recent parent meeting was on 10-20-22. We really enjoyed our theme and dress up days to celebrate Chipley and Vernon high school homecoming weeks. Our new study will be about balls. We are looking forward to our first big event, the Thanksgiving Harvest activity on November 18. Story time was provided by Patsy Justice and the Washing County Sherriff Department last month. We also had a visit from the Chipley fire department. The next parent meeting will be on November 17. There will be no parent meeting in December. The parent committee is requesting \$125 for the second big event which will be a Christmas activity and visit from Santa on December 9. Funds will purchase items from Oriental Trading and Amazon. Samantha McClaren made the motion to approve the request. Nicole Sasser seconded the motion with all in favor. Motion carried.

## DIRECTORS REPORT

Kim informed the group of the updated numbers for the report as changes occurred since the original was mailed to them. No questions asked in regard to report.

## FINANCIAL REPORTS

Kim explained that our status reports are showing that we have more than we actually do because of a glitch in our computer software. This happened because Tri-County has a different end of year close out than our Head Start program, so it has caused some discrepancies. However, we do have a spreadsheet that our budget is tracked on so if anyone would like to review it, this can be arranged. A partial waiver has been requested for in-kind.

The First Federal card statements were reviewed, and Kim explained the purchases made on these cards. Darla asked about the hotel charge on one of them and Kim explained that our new Family Service Coordinator has been going on trainings out of town to obtain her Family Service Credential.

The Walmart cards were used for purchasing general supplies at the centers.

The Wex card showed that 70.75 dollars was spent in fuel for EHS and \$2,398.47 for HS for the period. The rest of the charges on this report are from other Tri-County programs.

Kim informed the group that the 941 report shows the taxes withheld on employee wages for the July through September quarter.

## OLD BUSINESS

## NEW BUSINESS

## FYI/DISCUSSION

### Monthly Training—Disability Requirements

Kim explained that at least 10% of slots should be composed of students with a disability. Right now, Head Start is at 6% and Early Head Start is at 14%. Ideally, we need to meet the 10% requirement by January. There are a few that are in the screening and referral process, so this number may increase once referrals and evaluations have been completed.

### Strategic Planning

The first strategic planning meeting was held during the month of October. One parent from Westville attended the meeting and another is interested in attending future meetings. There were four groups established. Kim discussed the topics each of the four groups would be reviewing. Nicole will send out the meeting times and dates to the policy council members for each meeting and asked if there is a group in particular, they would like to be a part of regularly to let her know.

### Waiver Request

Kim explained that we have struggled with hiring staff and retaining employees. Many of the new staff have been hired without the required credentials. There are seven who have to have professional development plans to obtain these credentials. Four are Head Start and three are Early Head Start staff. Kim explained the different positions and current standing and what is needed and the time frame for each to obtain the required credentials for their position.

### EHS Home-based

Kim explained that for over a year we have struggled to get full enrollment for this program. We are considering changing these slots to center-based slots. However, there is not room for an additional classroom at Early Head Start, so we would need to consider opening a classroom at either the Westville or Chipley sites, if able to convert these slots to Center based. There are additional expenses that would be involved in this conversion; therefore, this area must be closely looked at during the strategic planning process.

### Policy Council Handbook & Bylaws

The group received a copy of the updated policy council handbook, including by-laws prior to the meeting. Changes to the handbook were made in red. The By-laws did not have any changes made. This item will be voted on for approval later in meeting.

### IM- Fiscal Year 2023 Monitoring Process for HS&EHS

Kim reported that for now we are not expecting any monitoring for the upcoming fiscal year, but that is subject to change.

## APPROVALS

The waiver request and Policy Council Handbook, including By-Laws, was voted on together:  
Motion: Nicole Sasser      Second: Tabatha Roberts      Motion Carried

Kim discussed each of the new hires/transfers, stating the center and positions hired for:  
Motion: Angela Graham      Second: Darla Sutton      Motion Carried

ANNOUNCEMENTS

Nicole brought to the council's attention that the next meeting will fall on a Holiday. The group decided to hold the next meeting the following Monday at noon, which will be January 9, 2023. There will be no meeting in December.

ADJOURNMENT

Meeting adjourned at 12:43pm

As recorded by Nicole Thomas

*Donna J. Canby*

SECRETARY

Jan 9, 2023

DATE



# November 2022 Policy Council Minutes-final

Final Audit Report

2023-01-09

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