

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

January 9,2023

Present:	Absent:	Guests:
Donna Carnley	Charlie Stevenson	Kim Gillis
Darla Sutton	Nicole Sasser	Nicole Thomas
Bryana Jackson	Diamond Sherrod	Hope Sharpe
Angela Graham	Christi Heitger	Cynthia Brown
Samantha McClaren		Heather Wilkerson

Samantha McClaren called the meeting to order at 12:04pm. Donna Carnley called roll with six members present. A quorum was present. Donna Carnley made the motion to approve the minutes from November 2022 meeting. Samantha McClaren seconded with all in favor. Motion carried.

#### CENTER COMMITTEE REPORTS

Samantha McClaren gave the report for the Westville Center as follows:

The most recent parent meeting was on November 30, 2022. The children went of a field trip to visit with the Kiwanis Club to sing songs and each child received a Christmas gift. On Dec 15 Santa and the Grinch visited with the children. Liberty Dental will see the children at the center on January 10, 2023. The parent committee is requesting \$250 for a Valentine dinner/dance. The money will be used for food and decorations. Tabatha Roberts made the motion to approve the fund request. Donna Carnley seconded with all in favor. Motion carried.

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

In November the parents visited and had a Thanksgiving meal with the children. During December we discussed plans for all Christmas events, craft ideas and any additional local agencies needed to assist us. The Fire Department came to visit the children earlier in the month and did a demo of the equipment used and how the Fire engine operates. The kids enjoyed a tour of the truck and took pictures with the Fire fighters. Everyone enjoyed this fun experience. We discussed sponsors for Christmas gifts for the children. A few parents volunteered to help ask around to local churches. Donations were made by a local church to purchase gifts for the kids. Each child received two gifts a piece. Parents participated in a craft with the children before gifts were given. There was a good parent and child turnout during the making of the crafts. Parents also signed In-kind for this craft event before leaving that day. We also had a Grandparent of one of our children to volunteer as Santa and deliver gifts to each child as a huge surprise. The children were so happy with the gifts received as well. All Christmas activities for this month turned out to be a huge success.

Nicole Thomas gave the report on behalf of the Chipley Center as follows:

The most recent parent meeting was on 11/17/22. There was no parent meeting in December. The next meeting will be on January 26. We enjoyed the Christmas holiday break and are ready for fun, new and exciting learning adventures in 2023. The week of January 23-27 we will celebrate National School Choice Week. Each day we will participate in a dress up theme. Our monthly story time with Mrs. Patsy Justice will be January 10. Liberty dental will do a presentation and dental screenings on January 10. \$125 is being requested for the third big event which will be a Valentine Activity on February 10 at the center. It will purchase items from Oriental Trading, Walmart and /or Amazon. Samantha McClaren gave the motion to approve the fund request. Tabatha Roberts seconded with all in favor. The motion carried.

Nicole Thomas gave the report on behalf of the Early Head Start Center as follows:

The most recent parent meeting was on 10/25/22. The next meeting is planned for 1/18/23. November 18, the center held a Fall Fest and on December 12 we had a Christmas PJ Day. We had a great turn out with parent participation for these events.

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

The next parent meeting will be on January 11. There was good turnout for the Christmas events. Teachers dressed up as Grinch and Santa, and parents came by and participated in the event. There are no activities scheduled for now, but we will discuss Valentine Day options at the next meeting.

## DIRECTORS REPORT

Kim explained there are two reports since we did not meet in December. She went over the enrollment numbers for November and December as well as the average daily attendance. All centers should be at 85 percent, but Head Start averaged at only 82 percent for November and 84 percent for December. Early Head Start was at 85 percent for November but dropped to 77 percent for December. There were a lot of illnesses going around before the holiday break. Kim asked if there were any questions, none were posed.

Darla Sutton joined the meeting at this time, bringing the total number of members present to seven.

## FINANCIAL REPORTS

Two months of reports was shared with the council prior to the meeting. Kim explained the ARP money has to be spent by March 2023 and the CRRSA funds are for Covid related expenses. The CRRSA funds must be related to Covid and pays for the additional floaters hired. The ARP money is a little more flexible. The Head Start and EHS budgets are under revision for the end of the year close out so some of the funds may be moved around to different areas to balance all line items, except for the training fund, which must only be spent for training. Any line items showing parenthesis means that either that item was not budgeted for at all or it was overspent for the year. Angela Graham asked about considering the use of the ARP funds for staff during Covid. Kim explained that the funds have been used to provide staff with both

hazard pay as well as a one-time incentive. She also asked about floater positions that were hired with the use of the CRRSA funds and if we can keep the floaters even after the funding runs out. Kim explained that the floaters hired with this money are on a temporary basis, but if interested in a permanent position they will be able to apply for any of our vacant positions.

The USDA budget was provided, and Kim explained that 25% of the Head Start budget can be used to cover expenses not covered by USDA.

The Visa, Walmart, Lowes and Wex accounts were discussed, and Kim explained the charges made for each account. She explained her Visa card did not have charges made for December due to having to order a replacement card when fraudulent charges were made on the old one. There are also notations made to the accounts showing which of the December charges were paid ahead of schedule due to the end of year closeout and trying to get things paid before the budget ended. Donna asked if parents are responsible for providing any supplies such as diapers to the centers and Kim explained that all supplies are provided at no cost to the parents.

## OLD BUSINESS

## NEW BUSINESS

## FYI/DISCUSSION

### Monthly Training Topic-School Readiness

Kim explained the school readiness goals that are set and the plan the program has to prepare the children for kindergarten. The Education Advisory Committee meets twice a year for parents, staff and community members to discuss curriculum and goals for our students. Angela Graham asked if we look at the curriculum that each school uses for Kindergarten. Kim explained that we have looked at the testing that is administered but not the individual curriculums. We try to include Kindergarten teachers from each county in the advisory meetings as well as transition meetings with parents so that we know what the expectations are. Samantha McClaren asked if we could send home packets over the summer to the children going to kindergarten so that the parents can work with them on the skills needed and try to prevent learning loss over the summer before they are tested. Kim explained that materials are provided in a transition bag to each student at the end of the school year.

### Budget Revision

Kim updated the council on the budget revision request. The original plan was to use the revised budget to purchase a new vehicle, camera systems and peep hole monitors. However, the vehicle would have to be cost allocated to both Head Start and Early Head Start, but EHS did not have enough funds left over to cover this. The vehicle purchase has been removed from the request and resubmitted, so now we are waiting for final approval. The new camera systems and peep holes are for Head Start only, so the revision request was changed from \$63,447 to \$35,343.

### Strategic Planning

Our planning committees have been meeting and trying to set new goals and figure out if we can provide quality care without reducing the number of Head Start slots. Due to ongoing staffing concerns, it is looking like it may be necessary to reduce Head Start slots and convert some slots to Early Head Start. This would allow for additional Early Head Start classrooms to be opened in Defuniak, where there is a long wait list, as well as a classroom in Westville. Due to the complexity of determining how many slots to reduce/convert, we are working with a consultant who plans to meet with us on January 23 to help devise a plan. There has also been word that we will receive up to a 5.4 percent COLA increase, which will help with increasing staff pay. Also, the ARP money mentioned above may be able to help outfit the centers for conversion to EHS classrooms/playgrounds, and quality money received can provide an increase in staff pay.

#### Meeting for February

The Shared Governance Training for all board and policy council members is scheduled for February 9. Kim asked the group if they would like to change the date of the February meeting to the same day as the training so that we are not meeting twice in one week. The group discussed the matter and Samantha McClaren made the motion to change the next meeting to February 9 at 9:30am. Tabatha Roberts seconded the motion, with all in favor.

#### IM-Enrollment Reductions and Conversion of Head Start Slots to Early Head Start

IM was provided prior to meeting giving guidance and considerations for converting/reducing slots.

#### IM- Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

IM was provided day of meeting that discusses the ruling for the mask mandates and vaccine requirements.

### APPROVALS

#### Policies

Active Supervision of Children was provided prior to meeting.

Early Head Start Selection was provided the day of the meeting, so Kim went over the changes made and the reasons with the group.

Motion: Tabatha Roberts      Second: Angela Graham      Motion carried.

#### Hires

All new hires listed on agenda were selected for the positions as listed with the exception of the Walton Part-time Center Assistant, who reported for orientation but did not complete the drug screening or report to work, so that position remains vacant.

Motion: Tabatha Roberts      Second: Samantha McClaren      Motion carried.

### ANNOUNCEMENTS

The next policy council meeting will be held on February 9 at 9:30am.

ADJOURNMENT

Meeting adjourned at 12:58pm.

As recorded by Nicole Thomas

*Donna J. Carney*

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SECRETARY

Feb 10, 2023

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DATE






# January Policy Council Minutes--final

Final Audit Report

2023-02-10

Created:	2023-02-09
By:	Kim Gillis (kim@tricityheadstart.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAME0a3xKlkbk0yl98wc3lsgZc8WzuMR8d

## "January Policy Council Minutes--final" History

-  Document created by Kim Gillis (kim@tricityheadstart.com)  
2023-02-09 - 9:15:25 PM GMT- IP address: 67.132.67.154
-  Document emailed to Donna Carnley (donna.carnley@elcnwf.org) for signature  
2023-02-09 - 9:16:01 PM GMT
-  Email viewed by Donna Carnley (donna.carnley@elcnwf.org)  
2023-02-10 - 12:54:25 PM GMT- IP address: 104.47.66.126
-  Document e-signed by Donna Carnley (donna.carnley@elcnwf.org)  
Signature Date: 2023-02-10 - 12:56:42 PM GMT - Time Source: server- IP address: 71.209.100.81
-  Agreement completed.  
2023-02-10 - 12:56:42 PM GMT