

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

February 9, 2023

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

Samantha McClaren called the meeting to order at 9:32am. Donna Carnley called roll with eight members present and two absent. A quorum was established. Nicole Thomas informed the group that Diamond Sherrod has turned in a resignation from her position on 1/9/23 and the Chipley Parent Committee has elected Kandie Williamson as their new Policy Council Representative. Samantha McClaren made the motion to seat Ms. Williamson as the new representative. Darla Sutton seconded, with all in favor. Motion carried. Donna Carnley made the motion to approve the minutes from the January 9, 2023, council meeting. Angela Graham seconded the motion, 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 1/31/23. The center held a Character Parade on January 27 to celebrate Florida Literacy Week. The center is preparing for Valentine Activities on February 14. The parent committee will have a Valentine Dance/Dinner on February 24 from 6pm to 8pm for the children and their families. No requests or concerns at this time.

Christi Heitger gave the report for the Early Head Start Center as follows:

A parent child activity is planned for February 14 at 1:30pm. The center needs a sidewalk in front of the parking lot for parents to use when dropping off and picking up. Nicole explained this request would be noted, so that it can be budgeted for and depending on cost would go back before council once estimates received.

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

The most recent parent meeting was held on 1/26/23. The next parent meeting will be on 2/23/23. Our third big event will be the Valentine activity on February 10. There will be a variety of art/craft activities to do the children and Valentine back drop for pictures. We will exchange Valentine Cards. We will also have our monthly story time with Patsy Justice. Our study this month is on Music. The month of February is Dental Health Month. No approvals requests or concerns.

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

The next parent meeting is 2/13/23. There will be a take-home parent/child activity of making a Valentine's Day Box to hold their Valentine's Day cards. We have given them two weeks to complete and turn in. We will have a parent/child literacy activity of singing classmates name and passing out cards for Valentine's Day.

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

In the month of January, we discussed doing parent activities to bring in more In-kind. We discussed upcoming events and activities for the month and how to get the kids more involved with fun learning using classroom studies. The children had a dental screening by Liberty Dental and did very well during this process. We are also gearing up to start our reading in classrooms with the students at Walton Academy. We have two new employees added to our center and we are proud. We will have a guest from the Walton Health Department, Mrs. Powell, come out and do some activities with the children soon.

Darla Sutton gave handouts and shared information about Child Find, including the screening process and who to contact with any concerns about a child's development. She also gave examples of different activities and techniques to use when working with children that will enhance learning.

DIRECTORS REPORT

The report was mailed with packet last week for review. Kim noted that the Home Visit numbers were added to the report since the original was mailed. Numbers are low because children have been sick, therefore parents cancelled the visits. She also pointed out that there are 175 enrolled at Head Start, with 28 vacant slots. There are eight slots not filled at EHS Home Based due to parents primarily wanting center based services. The ERSEA section was reviewed, with attendance falling below the required 85% due to illnesses. Samantha McClaren asked if doctors help with these requirements. Kim stated any absence with a doctor note is considered excused. Samantha McClaren suggested sending a notice to all parents reminding them to provide a note anytime their child misses school to see a doctor.

FINANCIAL REPORTS

Kim informed the group of the way the budget is set up and how money is allowed to be moved from one fund to another except for the T&TA fund, which must be used for training purposes. For the in-kind budget, we are required to raise 25% of the required amount, since we received a waiver excusing the other 75%. Angela and Samantha asked about the types of things that can be used for in-kind and Kim explained the services and supplies that we would typically pay for can be donated as in-kind.

There was no spending for Kim's Visa card. Nicole's card was used for DCF training courses and classroom supplies. Ruth's card was used for grocery items only. The Lowes account shows charges from maintenance work done at the sites. The Walmart account shows

miscellaneous consumable supplies purchased for the month and Wex shows the fuel bought for the company vehicles.

The SF 429 Report shows the real property that must be turned in periodically. Donna asked if there is a certain limit for things that must be inventoried, and Kim explained it is for anything costing more than \$500. Darla asked if this was for insurance purposes and Kim clarified that it is a Head Start requirement.

The Form 990 was provided showing income exemptions. The 941 form was shared showing taxes withheld from wages, quarterly.

The Audit must be done annually and shared with the council. Kim referred to page 25, showing there were no instances of findings and page 29, where no findings were noted, making us a low risk program.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training Topic- Shared Governance

Dolores Peace will be joining the group today to provide training on Shared Governance after the meeting ends.

Strategic Planning Meeting Update

Kim updated the group on the progress of the reduction/conversion plans. We have met with a consultant, who is working on the numbers for us. We are struggling with staff turnover, attendance, and enrollment. Head Start has issued guidance that recommends looking into reducing the number of Head Start slots to get pay up to retain quality staff. The consultant suggested getting ready for a change of scope, which has been submitted, to move the home-based slots to center-based slots. We have begun work on the extra Westville building to convert it to a EHS classroom. There will still be four slots that are not able to be accommodated into a classroom at this time. We are looking at reducing Head Start by 40 slots and add 12 more EHS. This will save around 300 thousand dollars with reduction, but over 100 thousand of that will be needed for the conversion to EHS slots because it costs more to operate EHS slots than HS slots due to lower ratios and supplies needed to operate. This means we will have a little more than one hundred thousand to put back toward staff pay increases. Once the 5.4% cost of living increase is received, we are looking to go ahead and raise everyone to at least \$15 per hour and also raising the pay for supervisors. The EHS playground needs to be resurfaced, so we are hoping to be able to use quality money received for this.

Kim mentioned that she received an email stating that the college is not going to renew our lease contract at the end of April. We have put in a request to extend it until May, so that the children are not displaced. However, we will have to locate a new facility over the summer.

Self-Assessment

A self-assessment must be done every year to assess where we fall in each area and what improvements are needed. The policy council members are asked to participate by looking at data from each of the areas and give suggestions.

Change of Scope

This was mentioned in the Strategic Planning Update. The request has been submitted and is pending approval.

New Five-Year Grant Period

We are in the last year of our five-year grant period. Now is the perfect time to look at what changes need to take place, and we need parents, staff, and community members willing to give input as we make plans for our next grant period.

Tri-County Annual Report

This report is an annual update that reports the funding received and services provided by the agency as a whole.

APPROVALS

New Hires- Melanie Ahrens-Cook Assistant at Walton, Kimberly Hammett-Center Coordinator at EHS, Ebony Dickson-Cook at Chipley

Kim explained that the Home Visitor has been filling in the classroom at least three days a week, since one caregiver was promoted to center coordinator. The home visitor is interested in transferring to this position permanently once the change of scope is approved and we shift to center-based services only. Kim also explained that a new cook for Chipley was hired, but only worked for two days and decided to resign as it was not a good fit for her, so that position is still open.

Motion: Tabatha Roberts Seconded: Angela Graham Motion Carried.

ANNOUNCEMENTS

The next policy council meeting will be held on March 6, 2023.

ADJOURNMENT

Samantha McClaren adjourned the meeting at 10:41 am.

As recorded by Nicole Thomas


Samantha McClaren (Mar 6, 2023 14:54 CST)

SECRETARY/CHAIR

Mar 6, 2023

DATE