

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

March 6, 2023

Present:	Absent:	Guests:
Charlie Stevenson	Donna Carnley	Kim Gillis
Darla Sutton	Samantha McClaren	Nicole Thomas
Bryana Jackson	Kandi Williamson	Hope Sharpe
Angela Graham	Christi Heitger	Sharon Kent
	Tabatha Roberts	Heather Wilkerson
		Ruth Kelley

Nicole Thomas called the meeting to order at 12:01 pm and called roll, with six members present and five members absent. A quorum was established. Angela Graham made the motion to approve the February 9, 2023, minutes as written. Nicole Sasser seconded. Motion carried.

CENTER COMMITTEE REPORTS

Nicole Sasser gave the report for the Westville Center as follows:

The parent committee held a Valentines Dance on February 24. There were about 52 in attendance, and everyone had a great time. The center celebrated Dr. Seuss week with dress up days. All the kids got to try green eggs and ham for breakfast. The committee is requesting \$250 to have a prom on April 28. The money will be used for decorations and refreshments. Miracle Disselhoff made the motion to approve the fund request. Bryana Jackson seconded with all in favor. Motion carried.

Miracle Disselhoff gave the report for CEEC as follows:

The most recent parent meeting was February 28. We held a parent child activity called "Plant a Seed with the Lorax." Dr. Seuss week was February 27-March 3. There was an early release day on March 3 for staff training. There will be an early release on March 16 and the center will be closed March 17 for a staff workday. Spring Break is March 20-24. CEEC will be moving to the Walton Head Start on March 27 due to the college needing this space to expand. The next parent meeting is going to be March 10. A home activity of making a leprechaun trap is due on March 14. Home visits for teachers start this month.

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

The most recent parent meeting was 2-23-23. The next meeting will be March 30. Our 3rd big event was held on February 10 and was a Valentine Activity. It was a huge success and enjoyable. Our class study is on Insects, and it is a fun and adventurous experience. As we soon prepare for our Kindergarten transition, ten of the children will visit KMS this month. Our spring break is March 20-24. We also discussed and celebrated Dr. Seuss Birthday.

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

The most recent parent meeting was on 2-22-23. We are planning a St. Patrick's Day parent /child activity at the center. We had an amazing turn out at the Valentine's Day activity and will continue to do more. Parent concerns from the committee are that the walkway leading to the door needs attention as there are trip hazards along the path.

Nicole advised the council that it would be noted of the need for a sidewalk, but in the meantime the Center Coordinator can submit a maintenance request to have any holes filled in for now that are causing a trip hazard.

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

At the last parent meeting the parents discussed the Valentines activities and parent involvement. They enjoyed the crafts, decorating boxes for cars and special treats for the kids to enjoy. Parents asked about teaching site words, number, letters etc. Staff reassured parents that each learning skill is completed in a certain month. Entering Kindergarten was addressed, and some parents are not familiar with schools in area and were encouraged to research each. A survey was sent to help decide what times would be best to hold parent meetings. Attendance and tardiness were addressed during the meeting. This week we are celebrating Dr. Seuss week. Parents asked about having green eggs and ham for fun. We have guest joining from Walton Academy and Health Department to come and read to the students. Family Night was also brought up along with suggestions for themes. We are still deciding on a day and time for this as well as a theme for a Prom Event.

DIRECTORS REPORT

Kim discussed the numbers from the past month regarding enrollment, ERSEA, disability, etc. She brought attention to the fact that the Westville Center and EHS Homebased has no waitlist and is still under enrolled, with eight vacancies. Attendance has also been low for multiple sites due to frequent illnesses. Our mental health consultant will be observing one child referred from CEEC center. Ten of eighteen home visits were completed for the month and one socialization. In-kind totals, USDA and staff status were also reviewed with no questions posed.

FINANCIAL REPORTS

This month's training topic covers finance/budget development, so Hope Sharpe conducted this training sharing information about the different budget reports shared each month. The status reports show where the program stands during certain time periods. Each month the report shows the amount of revenue received so far, the amount spent, the amount anticipated and the variance. Hope explained what the different fund numbers represent and how funding can be moved across funds. Credit card statements are given each month that provide a detailed listing of the items purchased with amounts. When items are purchased by staff at the center level, they must sign and turn in the receipt to the Head Start administrative assistant, who codes the receipt based on the category the purchase falls under. The Director reviews and approves the transactions and the bill is sent the finance department for processing. Checks for payment are mailed out bi-weekly.

We are required to have an audit each year. We had no findings this year. Every five years we must collect bids for new auditor. The form 990 is a form filed with the IRS for tax exempt entities. It is a public form that can be viewed by anyone and shows statements of revenue, expenses and beginning and ending balance sheets. The form 941 is the quarterly tax return showing taxes paid biweekly. When the report is submitted quarterly, it shows that no taxes are owed. The annual 550 and pension audit is provided at the August meeting each year. The SF 425 tracks the financial status tied to a particular grant award. This form is submitted as semiannual, annual, and final. The SF 429 shows the status of real property purchased in whole or in part with Head Start funds and is reported annual through the Grant Solution website. The SF 428 provides a detail of tangible personal property that we have on hand at the end of our five-year grant period.

In-kind is collected and tracked. In order for a donation or service to qualify as in-kind, it must be something that we would have had to otherwise pay for.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Strategic Planning Meeting Update

There was a meeting held around November or December to discuss the changes needed due to struggling with enrollment. A consultant has been working on a plan to reduce Head Start by forty slots and converting twelve to EHS. Home based is a struggle too which is why a change of scope was submitted to change these slots to center based. Once the reduction/conversion is approved, the four slots left over from Home based would also go into a center at that time, creating two additional EHS classrooms somewhere in Walton county. Kim discussed the amounts saved by the reduction and how to best apply funding to increase staff wages. There is also a 5.6% COLA increase in the works. Angela Graham asked if the goal was to get all staff up to the \$15/hour rate and Kim explained that we are hoping to use left over funds from reduction/conversion and some of quality money received to get all staff who are not already at \$15/hour to that amount and then look at increasing the rates for supervisors, degree holders, and long term staff accordingly. She referred the group to page eight of the "Change in Scope/Reduction of Slots Narrative," which shows the current average salary based on job title and the new proposed rates.

Kim explained that the Change of Scope has been requested for EHS and the council will be asked to vote on the reduction/conversion request today. There was also the approval sent out for the Carryover Balance Request, which was to cover the upgrades to the camera and security systems at two of our sites. We were not able to make these upgrades before the fiscal year closed out, so we had to request that those funds be carried over to the current year. This request has been submitted, but we are awaiting the official approval.

Bryana Jackson asked what would be needed in order to avoid the reduction of funds. Kim explained that in order to keep from reducing slots, we would have to maintain our full

enrollment, as well as maintain staff, both of which have been ongoing issues. Bryana asked if there is any way we could hold an event to recruit families and staff and get community involved. Kim explained holding an event is possible and would be great for recruiting children to the program, but the issue would remain to fill vacant staff positions, which we will be unable to do until we are able to provide better compensation in order to compete with the school system. Since the only way wages increase is with cost-of-living increases, which is usually only a few percent, the only other option would be to reduce slots so funding can be used for staff wages. Kim suggested that Bryana get with our Mental Health/Family Service Coordinator to go over ideas for an event. Kim will ask Beth to reach out to Bryana when she returns from her training.

Change in Center

Kim reported that our Chautauqua center is closing due to the college needing the space to expand. All the children and staff will begin attending the Walton center and utilize the two classrooms that are not currently in use there. The plan is to get things moved over during Spring Break week. If the reduction/conversion is approved that site will house the two additional EHS classrooms.

Self-Assessment

Our annual self-assessment is going on right now and we have until the end of the month to get this ready. Policy Council members may be asked to serve on the self-assessment, so we hope members are willing to be a part of that.

Board Liaison

Mrs. Patricia Bowden-Smith is no longer able to serve as the Board Liaison, so the council will need to vote for a new member. Anita Halling is a member of the Board who is willing to take over this position once approval is received.

PI-FY 2023 Head Start Funding Increase ACF-PI-HS-23-03

This information was shared in packet prior to meeting and explains the funding increase for the 5.6% COLA and quality money. It tells what was approved and specific details will be sent out by Office of Head Start which will give guidance for how funding can be used.

Incident

Kim informed the group that an incident involving child safety occurred.

Bryana Jackson suggested mental health activities for staff and for the staff to receive training on coping strategies. Angela Graham suggested that stress management/mental health training be provided to all staff during pre-service before they are ever put into the classroom with children.

Kim also informed the group of another reportable incident that happened at a center in which a child was left alone in a classroom. Our procedures were followed in handling the situation. Active supervision training was provided to all staff.

APPROVALS

Polices- updates and deletions.

Motion: Nicole Sasser Seconded: Darla Sutton Motion carried.

Reduction/Conversion Request

Motion: Angela Graham Seconded: Bryana Jackson Motion carried.

Anita Halling for Board Liaison

Motion: Bryana Jackson Seconded: Nicole Sasser Motion carried.

Hires

Jessica Hobby transferred to Education Specialist. Jhovana Reynoso transferred to Teacher Assistant.

Motion: Bryana Jackson Seconded: Angela Graham Motion carried.

ANNOUNCEMENTS

The next policy council meeting will be held on April 3, 2023.

ADJOURNMENT

Nicole Thomas called the meeting adjourned at 1:14pm.

As recorded by Nicole Thomas

Donna J. Conley

SECRETARY

Apr 3, 2023

DATE






March 2023 Policy Council Minutes

Final Audit Report

2023-04-04

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