

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

April 3, 2023

Present:	Absent:	Guests:	Guests:
Darla Sutton	Donna Carnley	Sharon Kent	Heather Wilkerson
Bryana Jackson	Charlie Stevenson	Joel Paul	Cynthia Brown
Angela Graham	Nicole Sasser	Kimberly Hammett	Beth McManus
Samantha McClaren	Christi Heitger	Ruth Kelley	Anita Halling
Miracle Disselhoff		Stephanie Lenoir	
Kandi Williamson		Kenya Jackson	
Tabatha Roberts		Sandra Jackson	

Samantha McClaren called the meeting to order at 12:00. Nicole Thomas called roll, with five members present and 6 absent. A quorum was not present. The council decided to move forward with center reports and move the approval of last month's minutes to a later time to await the arrival of a few more expected members.

CENTER COMMITTEE REPORTS

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

The most recent parent meeting was held on March 28, 2023; however, it was rescheduled for April 5, 2023, due to low attendance. The four-year-olds are transitioning to the kindergarten curriculum and will go on a field trip to the school they will attend in the fall. The parent committee will have a prom on April 28 for the children and their families. It will be held in the Westville Head Start conference room from 6pm-8pm. No request or suggestions at this time.

Kandi Williamson joined the meeting during this time, bringing the total present to six voting members, thus establishing a quorum.

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

Upcoming activities were discussed at the last parent meeting. A St. Patrick's Day parent child activity was held and in-kind collected during this event. Kindergarten registration information was sent home to the students who are graduating from Head Start in May. There will be a field trip in which students can visit their desired school for a tour. An Egg Hunt is planned for April 7 and Spring Fling on April 14. There will be a Prom on April 28, with Graduation planned for May 26. The Walton parent committee is requesting funds for the Prom event coming up. Since the site has increased by 32 students with the merging of the CEEC and Walton sites, the center is requesting \$375 dollars to fund this event. Samantha McClaren made the motion to approve, Tabatha Roberts seconded, with all in favor. Motion carried.

Kandi Williamson gave the report for the Chipley center as follows:

The most recent parent meeting was held on 3/30/23. The next parent meeting will be on April 27. An Easter Egg Hunt and Parent/Child Activity Day will be on April 6 at 1pm. School will be closed on April 7 for Spring Day. We are starting our Going to Kindergarten Study. We will have Story Time with Mrs. Patsy Justice and the Easter Bunny will visit this month. As we are getting close to the end of the school year, we will begin planning our end of the year celebration. No approval requests or suggestions.

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

The most recent parent meeting was February 22. There was no meeting in March, due to staff shortages and availability. Easter pictures are planned for April 3. A parent volunteer will take photos for EHS families. A parent meeting will be held in April, date to be announced. No approval requests or suggestions.

Miracle Disselhoff joined the meeting at this time, bringing the total number of voting members to seven. Tabatha Roberts made the motion to approve the minutes from the March 6, 2023, meeting. Angela Graham seconded the motion with all in favor. Motion carried.

DIRECTORS REPORT

Kim explained that for this month's report, CEEC numbers are still reported separately since it was not until the end of the month that this center merged with Walton. For subsequent months, the numbers will be reported together with the Walton centers. Kim went over the current status in all areas for the month of March. In relation to staff turnover, Bryana Jackson asked if we would be able to put mental health practices in place during onboarding of new employees. Kim advised that this is something we are interested in looking into and suggested that Bryana meet with Beth McManus to discuss some ideas.

FINANCIAL REPORTS

The budget reports and financial statements were mailed out the day of the meeting due to an email error. Kim encouraged the group to look at the information when they have time and let her know if they have any questions. Kim explained the purchases made from the Visa, Lowes, and Walmart accounts for the month of March and explained that the Wex card reflects fuel for company vehicles only. The Lowes purchases were primarily spent on supplies to remodel the new EHS classroom at Westville and to get a new shed set up at the Walton site.

OLD BUSINESS- none

NEW BUSINESS- none

FYI/DISCUSSION

Monthly Training Topic

Kim discussed the process for collecting in-kind, explaining that any service or donation provided that Head Start would normally have to pay for can be counted as in-kind. If we are not able to gather 20% of our funding in in-kind, a waiver can be requested that must be approved by OHS. Anita Halling asked for examples of what is counted as in-kind, and Kim explained that any volunteers that come in and work in the classrooms with the children or helping teachers can be counted as well as any donation of supplies that can be used in the classrooms.

Kim explained the application and enrollment process as well, emphasizing that there are procedures in place to prevent the falsifying of documents to improve a child's chances of being determined eligible, when they truly are not. She explained the criteria that must be met in order for a family to qualify for the program as well as the supporting documents applicants must submit. After all documentation is received there is a process in which three staff members review the information and sign off that they are eligible. If no issues are found, the child is placed on a waiting list according to a point system. There are also policies in place that address the consequences for intentionally falsifying information in order to be accepted for staff and families including termination and removal from the program.

Center Change Update

Kim explained that there has been confusion about the reasons the CEEC center had to merge with the Walton center, so she shared with the group the email correspondence between herself and the Vice President of Finance with the NWFSC. She read the letter from the college that she received on February 8, which stated that due to college expansion they would not be able to renew our lease agreement for that space and asked that we vacate the premises by April 30. She responded by requesting that an extension be given so that we could remain there for the remainder of the school year. He responded back, denying this request but offering to have someone help look for a comparable facility in which to relocate to. After a few weeks, he responded again, that unfortunately they have not been able to find a new site for us to lease and that due to renovations they would need to make, it would not be possible to extend the lease to May. After meeting with our Executive Director, it was decided that the best time to move the center would be during the week of Spring Break, when the children were out of school. We have until the end of April to finish moving our belongings out. No one had any questions.

Self-Assessment

Our self-assessment is still underway, with data being collected and reviewed. A report of findings will be prepared once everything is submitted and ready for policy council to review during the May meeting.

COLA and Quality Funds

Kim reminded the group that we are going to be able to apply for the 5.6% increase as well as Quality Funding. Kim gave the exact amounts that can be requested for this purpose. The council will be asked to vote on making this request today. Once staff raises have been applied, any additional money will be used to prep the EHS playground.

PI Hurricanes Fiona and Ian Disaster Recovery Funds

A copy of the Program Instruction was provided to members. This PI did not apply to us since our program was not impacted by the natural disasters it referenced.

APPROVALS

Policy Updates:

Motion: Samantha McClaren Seconded: Angela Graham Motion carried.

School Calendars: Kim explained all calendars follow the local school systems with exception of EHS, which is a year-round program with different hours requirements.

Motion: Tabatha Roberts Seconded: Samantha McClaren Motion carried.

5.6% COLA, Quality Improvement Funds and Waiver Requests

Motion: Samantha McClaren Seconded: Tabatha Roberts Motion carried.

OTHER COMMENTS:

Stephanie Lenoir asked that the situation regarding the removal of a staff member be explained. Joel Paul explained that due to confidentiality, the program can not discuss with parents, or anyone else, the circumstances surrounding an employee's status. Mrs. Lenoir argued that if a staff member is ever removed due to abuse of a child, then she feels it should be shared with the parents. Kim expressed that she understands the concern, and assured Mrs. Lenoir that we have policies and procedures in place and that all were followed as required. However, we are not allowed to discuss the circumstances of a staff members resignation or dismissal.

Mrs. Lenoir also expressed that her issue and reason for removing her child from the program had nothing to do with the center combining with the Walton Center and apologized that the social media post she made turned into parents being angry about that. Mrs. Kenya Jackson responded that she would like to assure all parents that any child enrolled in the Walton center are safe and well taken care of while in their care.

Bryana Jackson mentioned that these concerns are another reason that a program wide parent event should be planned that addresses mental health and coping skills.

ANNOUNCEMENTS

The next policy council meeting will be held on May 1, 2023.

ADJOURNMENT

Meeting adjourned at 1:10pm.

As recorded by Nicole Thomas



SECRETARY

May 10, 2023

DATE






April 2023 Policy Council Minutes

Final Audit Report

2023-05-10

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