

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

June 5, 2023

Present:		Absent:	Guests:
Bryanna Jackson	Nicole Sasser	Donna Carnley	Kim Gillis
Angela Graham	Kandie Williamson	Miracle Disselhoff	Nicole Thomas
Samantha McClaren	Tabatha Roberts	Christi Heitger	

Samantha McClaren called the meeting to order at 12:03pm. Nicole Thomas took the roll, with four members present. A quorum was not present. The group decided to postpone all items needing approval until later in the meeting in the hopes that a quorum will join shortly.

CENTER COMMITTEE REPORTS

Nicole Thomas gave the report for the Early Head Start as follows:
The most recent parent meeting was on May 4, 2023. Upcoming, there will be a Father's Day activity on June 16. The Epic Van starts coming on June 13 and will visit weekly during the summer. The committee is requesting \$125 for the Father's Day event and another \$125 for the end of year celebration in July. Since a quorum is not present, this item was tabled for later in the meeting.

Nicole Thomas gave the report for the Westville Center as follows:
The most recent parent meeting was April 27. The parent committee held a prom for the children and families on May 19. Everyone had a great time. Our end of the year program for returning children was May 25 at 12:30 and the graduation was at 6pm that same day. Both programs went well, and all three events had a great turnout.

Tabatha Roberts joined the meeting at this time bringing the total number of voting members to five, thus establishing a quorum.

Nicole Thomas gave the report for the Chipley Center as follows:
The most recent parent meeting was April 27. The end of the year celebration and graduation was held on May 19 at Shivers Park in Chipley, and it was wonderful. The children enjoyed singing their songs that they have learned throughout the school term for their families. On Monday – Wednesday the children received their certificates and extra summer learning packets and activities to take home. We enjoyed Movie Day on the last day of school. School will resume on August 10.

Angela Graham gave the report for the Walton Center as follows:

The center held a graduation/end of the year celebration ceremony, and it was a fun event with good parent participation. Everything went well. There are no requests or concerns.

Kandie Williamson joined the meeting at this time, bringing the total number of members present to six.

Tabatha Roberts made the motion to approve the \$250 fund request for the Early Head Start planned activities. Samantha McClaren seconded the motion. Motion carried.

Angela Graham made the motion to approve the May1, 2023 meeting minutes. Tabatha Roberts seconded, with all in favor. Motion carried.

DIRECTORS REPORT

Kim Gillis went over the numbers reported from the Directors monthly report to include enrollment, ERSEA, disability, mental health referrals, home visits, in-kind, USDA and staff totals. She made note that the home-based program is struggling to enroll, and one of the three enrolled families recently dropped, leaving us with only two enrolled in homebased. Kim stated the in-kind totals are looking great for this time of the year and USDA was only overspent by \$420 last month.

FINANCIAL REPORTS

Kim went over the status reports for Head Start and Early Head Start, explaining the adjustment that has to be made for the car insurance line item. The in-kind reports show that the majority of our in-kind comes from volunteer hours. Kim went over the purchases made on the Visa Cards, Walmart cards, Lowes and Wex accounts, pointing out that the charge on her card will be reimbursed as it was used to hold the building for Walton Head Starts event.

Kim explained Form 5500, showing the benefits package and annual return for employee benefits plan. No one had any questions regarding the financial reports.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monitoring Reports

Kim explained the monthly training topic covers the monitoring plan and described the processes we take to develop and follow the plan. Every area is listed on the plan and includes specific items that must be reviewed for accuracy and completion by an assigned staff. Meetings are held to discuss what is needed to be monitored and changes made to the plan annually, as needed. When monitoring's are conducted, they are either marked as complete/no concerns, or issues found/follow up needed. When issues are found the monitor sets a follow-up date and the staff responsible must have corrections made by the date set for the follow-up.

Grant Application and Training Plan

We are in the last year of our five-year grant period, so it is time to re-apply for the next five-year term. As of now we will not have to re-compete for the grant funding. Policy Council members are invited to participate in the grant application process including formulation of the training plan and budgeting. A copy of the proposed training plan for next year was shared with the group and Kim asked that everyone review it and suggest changes. The group will discuss again in August to approve the plan, or any changes made to it.

Walton County Community Representative Needed

We are still looking for a new Walton County Community Representative. We are also looking to recruit a new member for the Washington County Community Representative, as Mrs. Darla Sutton has resigned from this role. Kim asked that the group refer anyone who may be interested in serving in these roles to us for more information.

It's Okay to Put You First-Wellness Event

Ms. Bryana Jackson, one of our policy council members, is hosting an event on June 30 with a focus on mental health and wellness. Head Start will be participating in this event, as well as other community sponsors. Zumba lessons and other fitness activities will be provided. Everyone is invited to come out and participate in this event.

Staff Needed

We are currently looking to hire two teaching assistants at Walton, a cook and teaching assistant position at Chipley and a teacher position at Westville. Kim asked that the council help spread the word about these positions and tell others that there are benefits such as insurance and retirement, Monday through Friday schedule, education opportunities and room to advance.

Policy Council Members are still needed until new ones are seated.

Kim reminded the group that even though it is summer, and some members may have children moving on to kindergarten, we still need everyone to be available for the August and September meetings next year until a new member is seated in your place.

IM-American Indian and Alaska Native Head Start Eligibility through Tribal TANF

This IM did not apply to our program, but the information was shared with the group.

APPROVALS

Policy Revisions:

Motion; Kandie Williamson Second: Tabatha Roberts Motion carried.

New Hires:

Kim explained that Tiffany Williford is a new Teacher at Early Head Start and Sheila Oliva is a transfer Teacher from Walton to Early Head Start.

Motion: Tabatha Roberts Second: Bryana Jackson Motion carried.

ANNOUNCEMENTS

The next policy council meeting will be held on the first Monday of August 2023.

ADJOURNMENT

Samantha McClaren adjourned the meeting at 12:41pm.

As recorded by Nicole Thomas

Donna J. Canby

SECRETARY

Aug 8, 2023

DATE






June 2023 Policy Council Minutes

Final Audit Report

2023-08-08

Created:	2023-08-07
By:	Kim Gillis (kim@tricityheadstart.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9NaY_LLDoZ2wOeKahaWorNukvfAkKnNA

"June 2023 Policy Council Minutes" History

-  Document created by Kim Gillis (kim@tricityheadstart.com)
2023-08-07 - 8:41:48 PM GMT- IP address: 67.132.67.154
-  Document emailed to Donna Carnley (donna.carnley@elcnwf.org) for signature
2023-08-07 - 8:42:33 PM GMT
-  Email viewed by Donna Carnley (donna.carnley@elcnwf.org)
2023-08-08 - 3:49:59 PM GMT- IP address: 104.47.66.126
-  Document e-signed by Donna Carnley (donna.carnley@elcnwf.org)
Signature Date: 2023-08-08 - 3:50:19 PM GMT - Time Source: server- IP address: 71.220.44.77
-  Agreement completed.
2023-08-08 - 3:50:19 PM GMT