

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

August 7, 2023

Present:		Absent:	Guests:
Donna Carnley	Samantha McClaren	Bryanna Jackson	Kim Gillis
Rebecca Cotton	Kandi Williamson	Nicole Sasser	Nicole Thomas
Angela Graham	Tabatha Roberts	Miracle Disselhoff	Heather Wilkerson
		Chirsti Heitger	

Nicole Thomas called the meeting to order at 12:02pm. Nicole Thomas called roll, with five members present and four members absent. A quorum was established. Tabatha Roberts made the motion to seat Rebecca Cotton as the Washington County Representative for this school year. Angela Graham seconded the motion. Seeing all in favor, the motion carried bringing the total number of voting members present to six.

Angela Graham made a motion to approve the minutes from the June 2023 meeting. Samantha McClaren seconded the motion with all in favor. The motion carried.

CENTER COMMITTEE REPORTS

Nicole Thomas gave the following center reports:

Chipley Center- Open House will be August 8 from 9am to 12pm. The first day of school is August 10 and we are looking forward to a great school year. We would like to welcome two new staff, Mrs. Tacheryl and Ms. Mea, and say Welcome Back to the returning staff. The first parent meeting will be on August 24. During the month of August we will have dental and hearing screenings and other health screenings. No approval requests or concerns.

Westville Center- Open House will be August 7 from 4pm-5:30pm. The first day of school will be August 10 for the Head Start children and August 14 for our new Early Head Start classroom. August 21, our children will get dental cleanings and dental exams on September 8. No approval requests or concerns.

Early Head Start- Open House will be August 8 from 9am to 12pm. We would like to welcome Ms. Tiffany and Ms. Sheila. Our next parent meeting will be August 22 at 8:30am. We would like to wish Ms. Kiesha a great time next year in her new adventures, as she has decided to resign. No approval requests or concerns.

No report was submitted from the Walton center.

DIRECTORS REPORT

Kim went over the numbers from the directors' report for the month of June and July. Enrollment and ERSA were not reported for Head Start due to it being summer and school was closed.

FINANCIAL REPORTS

Both June and July reports and statements were reviewed and discussed. The performance progress report showed the ARP and CRRSA grants received due to COVID. These funds ended in March, so the report shows what that funding was used for. Form 425 is a semiannual report that shows where we are and what has been spent at this point. It reports cash receipts, disbursements, and cash on hand. The 425 Final is the final report showing that no cash was on hand and the money was spent. SF 428 shows tangible property. Form 5500 reports the employee benefit plan for 2021-2022. It shows the benefits were paid out like they are supposed to be. The audit showed no findings and gives a breakdown of the pension audit conducted. Form 941 shows the quarterly taxes withheld on employee earnings.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Self-Assessment

This assessment is done annually. A team is chosen to look at data, what's working, what needs to be improved, etc. Staff, policy council members, board members, and parents are asked to be a part of this assessment every year.

Grant Application & Training Plan

Kim explained that the grant is still incomplete but is due by the end of August. She is still working on accommodating the conversion/reduction into the new grant as suggested by the program specialist. The written narrative of the grant was shared with the council. Kim asked that they give input, keeping in mind these are basic figures. It has been a struggle to keep centers full and Kim discussed the enrollment numbers so far for the different centers. We must look at the cost per child, as for EHS children it is around 13K and only 9K for Head Start children. The new grant will consist of dropping Head Start slots to a total of 145 instead of 203. This would eliminate the need for two teachers and two teachers' assistants, but we would need to add staff for the Early Head Start classrooms created by the conversion, so the hope is that those staff would assume those roles. Any funds left over from getting the new Early Head Start room outfitted and staff paid would go toward getting all staff raises. In-kind will also be affected by the new grant as non-federal share amounts will change. Since the money is received annually, in the years following the startup year, we could try to do improvements such as to the camera systems, playground, maintenance on roofing, AC units etc. The training plan and funding would shift and getting new EHS teachers trained properly on the rules and regulation on EHS, as it differs from Head Start.

Kim advised that we did receive an under-enrollment letter due to being under-enrollment for several months. Now a plan must be established and if not fully enrolled by one year, funding could be jeopardized. The hope is that the changes made for the new grant year will resolve these issues.

The training plan was shared with the group that lists the trainings planned.

Non-Federal Share Request

Kim stated we would need approval from the council in order to request a waiver.

Cost Allocation

The plan was sent out today and shows what the cost looks like and changes to percentages made in allocating funds.

Ongoing Monitoring Plan

This plan was sent out for review last week and will need to be approved.

School readiness Plan

The plan was shared with the group. No changes were made to the plan, but it was reviewed recently by the Education Team.

Strategic Planning Program Goals

Kim discussed the main goals for the next five years and stated they are to revolve around children, staff, and families as the main focus. Kim went over the goals individually with the group.

Policy Council Member

Kim reminded current members that they will remain seated and serve on behalf of the centers until new members are elected to take their place. We are also still in need of a Walton County Community Representative.

IM-Treatment of Rebates

This memo was shared with the group prior to the meeting and contains information and examples on how Head Start grant recipients receive a wide variety of rebates, credits, discounts and refunds, such as the E-Rate Program, etc.

IM-Fiscal Year 2024 Monitoring Process

The memo was shared with the group prior to the meeting and contains information on the 2024 Monitoring Reviews and the use of CLASS scores for Designation Renewal System determinations.

APPROVALS

All policy revisions

Motion: Angela Graham seconded: Kandie Williamson Motion carried.

Baseline Grant Application

Motion: Tabatha Roberts seconded: Angela Graham Motion carried.

Non-Federal Share Waiver

Motion: Tabatha Roberts seconded: Angela Graham Motion carried.

Ongoing Monitoring Plan, School Readiness Plan, Cost Allocation Plan

Motion: Tabatha Roberts seconded: Kandie Williamson Motion carried.

Criteria Form Update

Motion: Angela Graham seconded: Tabatha Roberts Motion carried.

New Hires/Transfers: Tacheryl Jackson, Stephanie Bradshaw, Carrie Hyde, Sheila Oliva

Motion: Tabatha Roberts seconded: Angela Graham Motion carried.

ANNOUNCEMENTS

The next policy council meeting will be held on the second Monday of September due to holiday observance on the first Monday.

ADJOURNMENT

Meeting adjourned at 1:10pm

As recorded by Nicole Thomas



SECRETARY

Sep 14, 2023

DATE



August 2023 Policy Council Minutes

Final Audit Report

2023-09-14

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