

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

September 11, 2023

Present:  
Donna Carnley  
Samantha McClaren  
Miracle Disselhoff  
Tabatha Roberts

Absent:  
Rebecca Cotton  
Bryana Jackson  
Angela Graham  
Nicole Sasser  
Kandi Williamson  
Christi Heitger

Guests:  
Kim Gillis  
Nicole Thomas  
Quannesha Johnson-Mayo  
Shrona Sanders

Nicole Thomas called the meeting to order at 12:05pm and called roll with 4 members present and 6 absent. A quorum was not present. The group elected to move forward with the meeting with any approvals pending a phone poll to be conducted after the meeting. Tabatha Roberts made the motion to resear Angela Graham as a Walton parent representative and to seat Shrona Sanders as a new Walton parent representative. Donna Carnley seconded the motion. Motion will carry pending poll. Samantha McClaren made the motion to seat Quannesha Johnson-Mayo as the new Chipley parent representative, Donna Carnley seconded. Motion will carry pending phone poll. Tabatha Roberts made the motion to seat Emma Washington and Miriah Osterhoff and the center and home-based parent representatives for the Early Head Start. Samantha McClaren seconded. The motion will carry pending results of phone poll. Samantha McClaren motioned to approve the minutes from the August 2023 meeting. Donna Carnley seconded, and motion will carry pending phone poll.

#### CENTER COMMITTEE REPORTS

Nicole Thomas gave the Westville report as follows:

The most recent parent meeting was on 8/31/23, but no parents attended. On September 8, the center had a grandparents day activity and grandparents had an art activity and snack with the children. No approvals or fund requests.

Nicole Thomas gave the Chipley report as follows:

The most recent parent meeting was held on 9/7/23. During the month of September we had a Grandparent and Parent/Child Activity Day. We had picture day and will celebrate Bonifay Homecoming with dress up days. There has been two parent meetings and the next meeting is October 5. The three big events for the center have been voted upon. We are planning Parent/Guardian and Child Activity Days for October and November with educational art/craft activities to be done. A request for \$125 for the first big event was requested, which will be a Christmas party and activity in December. Miracle Disselhoff made the motion to approve the fund request, Tabatha Roberts seconded. Motion will carry pending phone poll.

Nicole Thomas gave the Early Head Start report as follows:

The most recent parent meeting was on 8/31/23. The EHS president, secretary and health advisory member was elected. A request for \$125 was requested for a fall Festival, date to be announced. Samantha McClaren made the motion to approve the fund request, Donna Carnley seconded. Motion will carry pending phone poll.

No report was given for the Walton Head Start.

## DIRECTORS REPORT

Kim went over the numbers reported from the past month with the group. She discussed the current enrollment numbers as well as the waiting list status for each site. Attendance is not great for the EHS site, as we have seen a lot of illnesses. Disability Specialist is in the process of conducting BDIs to identify any needed referrals. There were no mental health referrals. All home visits were completed for the month and only 1 socialization, due to August being a partial month. We are at 85% or higher for our in-kind, so we are confident that we will meet our match requirements this year. There was a total of 663 meals served and we are currently 2 grand in the hole for USDA funds. We have a total of six vacant positions at this time.

## FINANCIAL REPORTS

Kim explained the status reports on the budgets and how they are set up to show the different types of expense on each line, then each column represents how much was budgeted for those expenses, what we have spent so far and what is still left. At the budgets year end, which is in November, we will be able to move funds around to accommodate any areas that were overspent with the exception of T&TA funds, which must be used for training purposes only.

Kim went over the purchases made from all of our credit accounts and explained that the credits card uses are reported monthly to the policy council Ruth's card is only used to order groceries for the centers. Kim and Mandi's cards are used for miscellaneous purchases which are detailed on the statements.

## OLD BUSINESS

## NEW BUSINESS

## FYI/DISCUSSION

### Monthly Training Topic

A couple of different PIR reports were shared and explained with the group. The reports are due in August of each year. Many things regarding the program are reported in the report. The enrollment report for last year was shared. Kim explained the numbers of enrollment and the percentages. The reports can be pulled individually by type.

### Under Enrollment Plan

We have met with our Program Specialist from the Regional Office. We have one year to get enrollment to 97% and maintain it for six months to come off the under-enrollment plan.

If we do not meet these requirements we could lose funding. Our plan for improving enrollment must be submitted by September 25.

#### Grant Application-Reduction & Conversion

The new grant has been submitted and includes the reduction/conversion request, which will hopefully help with the under-enrollment issues we have faced. Kim went over the numbers for reducing Head Start slots and converting some to EHS. Slots will be reduced at both Westville and Walton sites, with a new EHS classroom opened at each center as well.

#### Annual Report

The annual report was shared for informational purposes before the meeting. No questions or concerns.

#### APPROVALS

##### Strategic Planning Program Goals 2024-2028

Motion: Samantha McClaren                      seconded: Donna Carnley                      Pending phone poll.

New Hires: Mea Shirah for Chipley Cook, Sandra Romaldo, and Jennifer Chisholm for Walton Teacher Assistants.

Motion: Samantha McClaren                      seconded: Donna Carnley                      Pending phone poll.

#### ANNOUNCEMENTS

The next policy council meeting will be held on October 2, 2023. Nicole advised new members that she would reach out to them to set up a time to complete an orientation.

#### ADJOURNMENT

Nicole Thomas adjourned the meeting at 12:51pm.

As recorded by Nicole Thomas

Rebecca Cotton  
Rebecca Cotton (Oct 3, 2023 10:17 CDT)

SECRETARY

Oct 3, 2023

DATE

Phone Poll Results: A phone poll was conducted on September 13, 2023, with five additional members to complete the needed quorum. All members polled approved the items as listed above in the meeting minutes. All motions carried. Members polled were Kandie Williamson, Angela Graham, Nicole Sasser, Tabatha Roberts, and Miracle Disselhoff. Mrs. Roberts and Mrs. Disselhoff were only polled for the approval of the Program Goals and New Hires, as they had to exit the meeting before those votes were made. Their votes for all other items were received during the meeting.







# September approved minutes

Final Audit Report

2023-10-03

Created:	2023-10-02
By:	Kim Gillis (kim@tricityheadstart.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAacumRQK4aqiviKvsxYzRpROnr4Lmx5bq

## "September approved minutes" History

-  Document created by Kim Gillis (kim@tricityheadstart.com)  
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-  Document emailed to rebecca.cotton@paec.org for signature  
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-  Email viewed by rebecca.cotton@paec.org  
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-  Signer rebecca.cotton@paec.org entered name at signing as Rebecca Cotton  
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-  Document e-signed by Rebecca Cotton (rebecca.cotton@paec.org)  
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