

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

February 5, 2024

Present:
Samanth McClaren
Rebecca Cotton
Shronda Sanders
Stephanie Combee

Absent:
Angela Graham
Mikayla Appelt
Quannessa Johnson-Mayo
Emma Washington

Guests:
Kim Gillis
Nicole Thomas

Stephanie Combee called the meeting to order at 12:02pm. Rebecca Cotton called roll with four members present and four members absent. A quorum was not present. The council decided to move forward with the meeting and approvals will be pending a phone poll to be conducted after the meeting. Shronda Sanders made the motion to approve the minutes from January, Samantha seconded, with all in favor. Motion will carry pending phone poll.

CENTER COMMITTEE REPORTS

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

The next parent meeting is on February 9. A parent meeting has not been held since November due to transition between coordinators and staff shortage. The next center event will be planned at the February parent meeting.

Stephanie Combee gave the report on behalf of the Westville Head Start:

The most recent parent meeting was on 1/30/24. WIC visited on 1/31/24. All classrooms had a parent/child activity. The Health Department came and decided on placement of a book vending machine. A car seat technician spoke at the parent meeting. The committee is requesting \$250 of parent funds to hold a graduation ceremony in May. Samantha McClaren approved the fund request and Shronda Sanders seconded the motion, with all in favor. Motion will carry pending phone poll.

Nicole Thomas gave the report on behalf of the Walton Head Start:

The most recent parent meetings were held on 1/23/24 and 1/31/24. On February 17, the center will participate in the Black History Parade. They discussed a family in need of donations due to their house burning down. PanCare will be visiting the Walton site on February 6-9. Valentines treats and activities to promote families support of children were discussed. The committee suggested promoting parent involvement to increase parent meeting attendance and trying out different times to get a higher attendance turn out.

Nicole Thomas gave the report on behalf of the Chipley Head Start:

The most recent parent meeting was February 1. The month of February is Dental Health Month. Our field trip to the Washington County Public Library will be on February 28. Our Valentine Card exchange will be February 14. The 2nd big event, the Valentine Dance will be on February 9 and the theme is “Sneaker Ball”. We had a parent/child activity day on Feb. 2 with educational art/craft activities for the children to do with their loved ones. The next Parent Meeting will be on March 7.

DIRECTORS REPORT

Kim went over the numbers reported on the monthly Directors Report to Policy Council. She noted that while we are not yet at our 10% requirement for disabilities, there are several in the referral process and once services are started for these children, we will be over the 10% requirement. She also noted the reasons that not all the home visits were completed for the month.

FINANCIAL REPORTS

The budgets are still set to zero due to outstanding bills that are still needed to close out the previous grant. Only half of the budget is received and will be put in as soon as everything is submitted and up to date. Kim went over the spending on each of our credit accounts.

The SF 429 shows real property owned by Tri-County Community Council. The SF 425 gives a report of cash on hand and what has been disbursed so far. The 941 reports the taxes withheld from staff wages for this quarter. The 990 gives information regarding the return of organization exempt from income tax. The audit was shared with the council and presented at the January board meeting. There was no findings during the audit.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training- Kim explained the collection of In-kind and what types of things can be claimed as in-kind. All staff, volunteers, policy council and board members are trained on our eligibility requirements. Kim went over the process used to determine eligibility and how a child is selected for acceptance into the program. A point system determines where eligible children fall on the waitlist with the highest points being accepted first.

Self-Assessment

Every year we are required to do a self-assessment. Data is gathered during this process and staff; BOD and Policy Council members are asked to look over the information and decide how certain areas can be improved.

SWOT

Kim asked for suggestions on strengths, weaknesses, opportunities, and threats, as these things will be considered during the self-assessment process. For strengths Samantha McClaren stated that communication with parents and the extra activities that allow for parent involvement are strengths of our program. Stephanie Combee stated that children get quality learning experiences. Shronda Sanders stated that the additional resources provided to the family should be considered a strength. Kim went over the weaknesses reported by staff so far and asked for more input. Stephanie Combee stated that staffing issues due to wages is an ongoing issue. Kim went over the opportunities suggested from staff. Samantha McClaren added that Class DOJO is a great opportunity to strengthen communication even further. Shronda mentioned that the Walton Center uses Class Dojo, and it has been successful. Kim went over the threats listed by staff so far and asked if anyone had other suggestions. No one had anything to add.

Under-enrollment Plan

Our staff have received social media training and there will be more training over the next couple of days regarding strengthening our policies. We are tracking the things we are doing to try to improve the under-enrollment issue.

Change of Scope

The change of scope was submitted on 2/1/24. The plan is to try to start up the new classroom created from the conversion/reduction request, along with other changes at the end of the Head Start school year.

Annual Report

The report was sent out in last weeks mail out. The report gives information about services provided and received from Tri-County as a whole, not just Head Start.

PI

The program information regarding federal reporting of standard forms 425 and 428 was shared in the mail out.

APPROVALS

The SWOT/Self-Assessment as discussed earlier in meeting.

New Hires: Kim discussed the following

Amber Braddy for Westville Parent in Training

Jami Crowningshield for EHS cook

Lisa Blue for Westville teacher

Motion: Samantha McClaren Second: Shronda Sanders Pending phone poll.

ANNOUNCEMENTS

The next policy council meeting will be held on March 4, 2024.

ADJOURNMENT

Stephanie Combee adjourned the meeting at 12:50pm.

An email poll was conducted on February 5, 2024 and February 8, 2024, on all approvals. Mikayla Appelt responded with her approval of all items.

As recorded by Nicole Thomas

Rebecca Cotton
Rebecca Cotton (Mar 5, 2024 08:15 CST)

SECRETARY

03/05/2024

DATE






February 2024 Policy Council Minutes--final

Final Audit Report

2024-03-05

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