

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

March 4, 2024

Present:	Absent:		Guests:
Rebecca Cotton	Mikayla Appelt	Angela Graham	Kim Gillis
Shronda Sanders	Quannesha Johnson-Mayo	Samantha	Nicole Thomas
	Emma Washington	McClaren	Heather Craft
	Anita Halling	Stephanie Combee	Cynthia Brown
			Xiaomin Riddle

Nicole Thomas called the meeting to order at 12:02pm. She called roll with 2 members present and 6 members absent. A quorum was not established. Present members agreed to conduct business with any approvals pending phone poll after the meeting. Shronda Sanders made the motion to approve the minutes from February 5, 2024. Rebecca Cotton seconded the motion. Motion will carry pending phone poll.

CENTER COMMITTEE REPORTS

Nicole Thomas gave the report from the Walton Center as follows:

The most recent parent meeting was 2/1/24. PanCare visited our site on 2/7/24-2/9/24 to give physicals and included everything needed for files. The teachers scheduled a Valentines parent child activity and collected in-kind for this. Black History month was highlighted for this month with fun activities and facts, including skits and small plays.

Nicole Thomas gave the report from the Chipley Center as follows:

The most recent parent meeting was 2/1/24. The next meeting will be March 7 at 1:30. Field Trip to Shivers Park on March 8. Our 3rd big event, the field day and Easter egg hunt at Shivers park will be on March 28. Spring Break is March 18-22. The center will be closed for Spring Day on March 29. Our study is Gardening. We celebrated Dr. Seuss Birthday with story time with the Washington County Sheriff's Department and Mrs. Amy Padgett.

Nicole Thomas gave the report for the Westville Center as follows:

The most recent parent meeting was on 2/27/24. WIC visited on 2/8/24. A Valentine Dance was held on 2/16/24. John Tate attending the February parent meeting. The parent committee requested that the graduation funds approved at last months meeting be used for an Easter activity instead, which will be held on 4/6/24. Rebecca Cotton made the motion to approve the change in the use of funds. Shronda seconded the motion. Motion will carry pending phone poll.

Nicole Thomas gave the report from the Early Head Start Center as follows:

The most recent parent meeting was held on 2/9/24. PanCare visited on 2/9/24. We had our Valentines Lunch on 2/14/24. Parents came to eat lunch and do activities. At the parent meeting we planned to have our Easter/Spring event on March 29. The parent committee is requesting that \$125 be used from the parent fund for this event. Parents made suggestions for the Easter event and final decisions will be made at the March parent meeting Shronda made the motion to approve the fund request. Rebecca Cotton seconded the motion. Motion will carry pending phone poll.

DIRECTORS REPORT

Kim Gillis discussed the numbers for enrollment for the month and what our waiting list and attendance looks like. Head Start is only at 9% for disability numbers and should be at 10%. There are three in the referral process, which will meet the requirement once services are initiated. In-kind should be higher for this point in the year so more activities need to be planned to help meet the in-kind requirement. There have been three people resign from our admin office. Our Education Coordinator was on medical leave and is not able to return. The other two staff, a husband and wife, moved from our area.

FINANCIAL REPORTS

Heather Craft, CFO, gave a brief training to educate the policy council members on the different types of forms and fiscal information that is shared with them throughout the year. She went over the status reports and explained how to read the budget columns to include anything with a code starting with 31, pertaining to administrative costs and codes starting with 32 relates to program operating expenses for Head Start. Heather discussed the types of purchases made for each different account including First Federal, Lowes, Walmart, and Wex. She also discussed how the program handles invoices and the audit process. She discussed other forms that are provided periodically to include Forms 990, 425, 429, and 5500, among others.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training Topic- Finance/Budget Development

Training was provided by Heather Craft earlier in the meeting. See "Financial Reports."

Self-assessment/SWOT Analysis

Kim went over the most common reported weaknesses and threats from the SWOT analysis findings. The following areas will be looked at for the self-assessment pending policy council approval. Behavior/Incident Reports, Child Attendance, Enrollment/Dropped Children, Teacher Workload, Classroom Fidelity, Staff Attendance, Ongoing Monitoring, and Communication. The self-assessment started on March 1 and is due to be completed by April 8. All Policy Council members are invited to look at the data to help decide what improvements need to be made. Shronda Sanders said she is interested in helping with this.

Incidents

Kim reported that two reportable incidents have happened recently at two of our sites. Two children were left on the bus at the Walton center when they were being dropped off at school on January 31. Fortunately, the children were never left alone because the bus driver never exited the bus. However, since the staff failed to do a proper sweep of the bus after the children exited, two sleeping children were overlooked and transported back to the bus barn with the driver, who found them when he did a sweep of the bus before exiting. The children were returned to the center and the parents notified of the incident as well as reported to licensing and regional office.

Another incident occurred at the Westville site on February 5, involving a staff member restraining an upset child from harming other children. The staff had the child sitting in her lap and he leaned over and bit her on the arm, drawing blood. She pulled the child's head back off her arm and firmly reprimanded him for biting her. The incident was reported to the parent the day of the incident and the mother requested to see the video footage. After reviewing the footage the mother was upset about how the situation was handled by staff and filed a police report. Kim notified DCF and the regional office of this incident as well. An investigation is still ongoing in regard to this incident. While the District Attorney office dropped any criminal charges in regard to the incident, DCF has up to 60 days to make a determination and the staff member is not permitted to work until their investigation is complete.

CAP

We are required to submit a Corrective Action Plan due to the incident that took place at CEEC in February 2023 involving the mishandling of a child. The regional office requires us to submit the follow ups and action steps taken to correct the non-compliance and prevent recurrence by setting desired goals and outcomes.

Labor/HHS bill

The House of Representatives is looking at a bill that would propose a substantial budget cut for Head Start programs. Members were encouraged to reach out to our local representatives in Tallahassee to plead our case that more funds are what is needed.

Upcoming Shared Governance Training

The trainer will be available to conduct virtual training on May 6 from 10:30 to 1:30. If we also hold a Policy Council meeting that day, we will need to start it at 9:30am, so that the training could follow. Shrona asked what kind of training this is, and Kim explained what information the Governance Training covers.

APPROVALS

Policy Updates

Motion: Rebecca Cotton

Seconded: Shrona Sanders

Pending phone poll.

Self-Assessment Areas
Motion: Shronda Sanders Seconded: Rebecca Cotton Pending phone poll.

Financial Manuel Update
Motion: Shronda Sanders Seconded: Rebecca Cotton Pending phone poll.

HS/EHS Eligibility Criteria
Motion: Rebecca Cotton Seconded: Shronda Sanders Pending phone poll.

2024-2025 School Calendars
Kim noted to change October 14 to October 4 for the Holmes/Westville EHS calendar.
Motion: Rebecca Cotton Seconded: Shronda Sanders Pending phone poll.

New Hires/transfers
Kim went over the new hires/transfers as listed on the agenda
Motion: Shronda Sanders Seconded: Rebecca Cotton Pending phone poll.

ANNOUNCEMENTS

The next policy council meeting will be held on April 1, 2024.

ADJOURNMENT

Meeting adjourned at 12:44 pm.

As recorded by Nicole Thomas

Rebecca Cotton
Rebecca Cotton (Apr 1, 2024 13:56 CDT)

04/01/24

SECRETARY

DATE

Phone poll results:

On 3/4/24 an email poll was sent to all absent members detailing the following approvals:

- February 5, 2024, Policy Council minutes
- Use \$250 requested for Westville graduation event for an Easter/Spring Event instead
- \$125 for Spring/Easter event at Early Head Start Center
- Policy Updates, as provided in last week's mail out
- Self-Assessment Areas to include Behavior Incident Reports, Attendance, Enrollment/Dropped Children, Teacher Workload, Fidelity in the classroom, Staff Attendance, Ongoing Monitoring and Communication

- Updates to Financial Manuel, as provided in last week's mail out
- Eligibility Criteria for HS & EHS, as provided in mail out
- School Calendars, as sent in mail outs with change noted to the Holmes County EHS calendar: October 14 center closed should be October 4.
- New Hires, as listed on agenda in mail out

Three additional members, Stephanie Combee, Samantha McClaren, and Quannesha Johnson-Mayo, responded with votes to approve all listed above, thus establishing a quorum and all motions carried.






March 2024 Policy Council Minutes--final

Final Audit Report

2024-04-01

Created:	2024-04-01
By:	Kim Gillis (kim@tricityheadstart.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAav1y1C4zCdrTLcx5fyDqsoq8ic7M2TO2h

"March 2024 Policy Council Minutes--final" History

-  Document created by Kim Gillis (kim@tricityheadstart.com)
2024-04-01 - 6:28:48 PM GMT- IP address: 67.132.67.154
-  Document emailed to Rebecca Cotton (rebecca.cotton@paec.org) for signature
2024-04-01 - 6:28:52 PM GMT
-  Email viewed by Rebecca Cotton (rebecca.cotton@paec.org)
2024-04-01 - 6:55:53 PM GMT- IP address: 69.85.225.197
-  Document e-signed by Rebecca Cotton (rebecca.cotton@paec.org)
Signature Date: 2024-04-01 - 6:56:41 PM GMT - Time Source: server- IP address: 69.85.225.197
-  Agreement completed.
2024-04-01 - 6:56:41 PM GMT