

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

August 2, 2021

Present:		Absent:	Guests:
Charlie Stevenson	Jessica Barnett	Donna Carnley	Kim Gillis
Denise Brock	(partial)	Karissa Derby	Nicole Thomas
Katherine Harris	Monica Hill	Yasia Spencer	
Savannah Ganey	Shanee Clemons	Ashley Campbell	

Savannah Ganey called the meeting to order at 12:07pm. Denise Brock called roll, with six members present and five absent. A quorum was not present. Approval of June 7 minutes was tabled until later in the meeting, in the event a quorum was able to be established.

CENTER COMMITTEE REPORTS

No center committee reports were given due to summer break.

DIRECTORS REPORT

Kim went over the information sent out on the directors' report. The report on June's numbers was sent out for review in July and Kim asked if there were any questions or concerns about the report they received. Seeing none, she moved on to the numbers reported for July. Currently Head Start is not in session, so enrollment numbers are not applicable at this time, but EHS is reported at 34 total enrolled. Next, Kim went over the ERSEA numbers explaining how many are enrolled so far for the next school year at each site. Numbers as of July were reported for the EHS center, with only a 68% attendance rate. The disability numbers did not change since June, due to schools being out and no mental health referrals were made. For home-based, no socializations were completed due to the center having to close and the socialization was cancelled. Kim went over the in-kind and USDA numbers, explaining the reason we were in the hole for USDA. Staff numbers were reported. There are no children on our homebased waiting list. No questions were raised regarding the report.

FINANCIAL REPORTS

Kim reported that she was able to meet with the bookkeeping department to adjust the variance column in order to eliminate the areas of overspending. Both June and July's status reports and statements were provided this month, due to not holding a meeting in July. Kim discussed in detail the charges made to the credit card accounts and asked if anyone had any questions. Seeing none, she moved on to the other financial reports

FORM 5500 REPORT OF EMPLOYEE BENEFIT PLAN (2019 & 2020)

This form reports information related to the Employee Retirement and Benefit Plan provided to participating staff during the 2019 and 2020 fiscal years.

403(b) PLAN FINANCIAL STATEMENT SEPTEMBER 30, 2020 & 2019

This report is prepared by our auditors and provided for policy council review and showed no concerns or findings.

SF 425 SEMI ANNUAL FEDERAL FINANCIAL STATEMENT

Kim explained that this report is submitted twice a year and lists cash receipts, cash disbursements and cash on hand.

941 EMPLOYEE FEDERAL TAX (2nd quarter)

This form provides proof that taxes are withheld on all TCCC employees. This report covers the period from May to June.

A seventh member was able to join the meeting, establishing a quorum. Savannah asked for a motion to approve the minutes from June 7 policy council. Denise Brock made a motion to approve the minutes and Monica Hill seconded. All were in favor and motion carried to approve minutes.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training Topic Self-Assessment

Kim explained the self-assessment process to the group. We are required to do a self-assessment annually. Kim informed the group that the last few years we have completed this by pulling data and developing a plan for improvement based on our strengths and weaknesses. Policy council reviews and approves the self-assessment plan each year.

Opening Plan for 2021-2022

Kim went over each part of the opening plan for next school year. We are hoping to open at full enrollment but have encountered a staff shortage and are still looking to hire teachers and multiple other positions. We will be opening according to CDC and school district guidance.

Chart Guidance/TCCC Updated Covid Guidance

The new guidance sent out from our TCCC office was shared with the group. The chart lists specifically the guidance on when staff/children should isolate or quarantine and lists any exceptions to those recommendations. Kim went over the plan to keep the children physically distanced and minimize exposure, cleaning plans, bus procedures and sick child/employee procedures.

Continuation Grant (inclusive of training plans)

A copy of the Continuation Grant was provided before the meeting for review. This grant is an abbreviated version and addresses section two of the grant application. Kim went over the continuation grant to include the revisions made to the budget justification section. This section explained in detail the expected budget regarding salary, supplies, out of town travel, contractual, vehicles, maintenance etc. Kim invited the Policy Council members to give input for revising the budget, as she is going to have to make some changes anyway due to being over budget. No one gave any suggestions, so Kim asked that they look at it closely and let her know if they have any ideas or suggestions later. The continuation grant includes the Policy Council and Board of Directors training plans, the Parent training plan and the HS/EHS T/TA plan, which will need to be voted on by the policy council at the end of today's meeting.

Changes??

Kim expressed that we are short on teaching staff and encouraged the members to recruit anyone that is interested in a teaching position to apply with us.

Hazard Pay

Kim explained that there is a hazard pay policy that will need to be reviewed and voted on for approval. The ARP funds can be used as a one-time incentive for working during the pandemic, so we would like to recognize our staff that worked during the uncertain times in the amount of \$500 to \$750.

EHS Center Based and Home-Based School Calendar

The change to the school calendar includes moving the day at Thanksgiving to a day in February that they are closed. The move of closure dates from December to June, as discussed at the June meeting is not feasible at this time.

American Rescue Plan Funding (update on activity)

This topic was skipped and addressed in the "Open Positions" section below.

Enrollment and Head Starts Expectations

Head Start is allowing a ramp up period until January 2022. At that time, they want programs to be fully enrolled, while considering precautions for our area. However, in January if a program is under enrolled for four months in a row, a plan will have to put in place to follow to reach the goal of full enrollment.

Open Positions

Kim reported we are hoping to use the ARP to hire additional floaters for each of the centers. These would be temporary positions for the duration of about one year. A bus driver is also needed to drive for the Mossy Head route we are hoping to start this upcoming school year since our community assessment showed high numbers of children in that area. However, our recruitment efforts in that area have been unsuccessful.

IM-Group Health Insurance Plan Premiums for Furloughed Employees

This information was provided to members prior to the meeting and discusses the furloughs implemented due to the pandemic in addition to the regular summer closures.

IM-Fiscal Year 2022 Monitoring Process for HS/EHS Grantees

This memo was provided the day of the meeting and address the procedures expected in the upcoming year regarding the monitoring processes. They have been conducting monitoring virtually, but on-site reviews will begin in January 2022, as local conditions allow.

IM- Terminology Changes

This memo was also provided prior to the meeting the day of and addresses the updating of the terms used in official documents and gives a list of previous terms used and the terms to replace them.

APPROVALS

One of the members lost connection during the meeting, bringing the attendance down to six. With no quorum present at the time of voting, all approvals will be pending phone poll.

The following approvals were voted on as a group:

- Ongoing Monitoring Plan
- Staff Dress Code
- Monitoring Program Performance Policy
- Hazard Pay
- Transition from EHS Policy
- 21-22 Menus
- Continuation Grant (inclusive of all training plans)
- Policy Council Training Plan
- Change in 2 days to EHS Calendar
- Opening Plan for 21-22

Motion: Denise Brock Second: Monica Hill Motion will carry pending phone poll.

The following staff are transferring positions and were voted on as a group:

- Terri Harris for center assistant at Walton
- Mara Odom for center assistant at Westville
- Sarah Head for teacher at Westville
- Zakariah Lee for teacher assistant at Walton

Motion: Katherine Harris Second: Denise Brock Motion will carry pending phone poll.

ANNOUNCEMENTS

The next policy council meeting will be held September 6, 2021.

Kim addressed a situation of exposure among teaching staff at a training last week. Due to having to send staff home, we are unable to complete pre-service training as planned this week and will have to postpone it until next week, which will cause us to postpone the first day of school for the children as well. Kim reported that as soon as we have definite answers, we will update everyone, but will hopefully be able to open by the 16 or 17.

Kim asked if there were any suggestions for the budget. No one gave input.

ADJOURNMENT

Savannah Ganey adjourned the meeting at 1:14pm.

As recorded by Nicole Thomas

8/2/21

Results of the phone poll conducted after the meeting follows:

Name/date	Approvals <i>Ongoing monitoring plan</i> <i>Staff dress code</i> <i>Monitoring program performance</i> <i>Hazard pay</i> <i>Transition from EHS</i> <i>21-22 menus</i> <i>Continuation grant inclusive of training plans</i> <i>Training plan for policy council</i> <i>Change 2 days for EHS school Calendars</i> <i>Opening plan for 2021-2022</i>	Hires: <i>Terri Harris to Walton Center Assist</i> <i>Mara Odom to Westville Center Assist</i> <i>Sarah Head to Westville Teacher</i> <i>Zakariah Lee to Walton Teacher Assist</i>
Jessica Barnett 8/2/21	approve <u> X </u> disapprove _____	approve <u> X </u> disapprove _____
	approve _____ disapprove _____	approve _____ disapprove _____
	approve _____ disapprove _____	approve _____ disapprove _____

Dennis A. Brock

SECRETARY

9/13/21

DATE