

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

SEPTEMBER 13, 2021

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

Savannah Ganey called the meeting to order at 12:05pm. Denise Brock called roll, with 8 members present and 3 members absent. A quorum was present. There was one new member elected from the Early Head Start center. Monica Hill made the motion to seat Carly LaGrande as the new representative for the Early Head Start to take the place of Shanee Clemons. Ashley Campbell seconded the motion, with all in favor. The motion carried.

The three community representatives were re-nominated to serve another year in their current positions. Motions made as follows:

Reseat Donna Carnley as Holmes County Representative

Motion: Monica Hill Second: Denise Brock Motion Carried.

Reseat Charlie Stevenson as Walton County Representative

Motion: Monica Hill second: Denise Brock Motion Carried.

Reseat Denise Brock as Washington County Representative

Motion: Ashley Campbell Second: Donna Carnley Motion Carried.

The Chipley Head Start elected Monica Hill to serve another year in her current position. Ashley Campbell made the motion to reseat Monica Hill as the Chipley Parent Representative. Denise Brock seconded, with all in favor. Motion Carried.

Monica Hill made the motion to approve the minutes from the August 2, 2021, meeting. Denise seconded. Motion carried.

CENTER COMMITTEE REPORTS

Monica Hill gave the report for the Chipley Head Start as follows:

The school was closed for the Labor Day Holiday. Picture day is scheduled for September 16. Hearing and Vision screenings are being completed.

Savannah Ganey gave the report for the Westville Center as follows:

A parent meeting was attempted but only three parents showed up so parent representatives and committee officers could not be elected. The meeting was rescheduled for the following week, but still did not have a good turnout. The staff is working to try to raise parent participation. Picture day was today.

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

The most recent parent meeting was held on Aug.27. Picture day is October 15. Parents voted to have a fall festival in October. They plan to do a parent/child activity sometime this month, which will be held outside during drop off or pick up, whichever the parents prefer. They requested funds in the amount of \$125 dollars for the fall festival. Monica Hill made the motion to approve the fund request. Jessica Barnett, seconded with all in favor. Motion carried. Ashley addressed a parent question that came up at the parent meeting regarding the changes to teaching practices, circle time and in-kind forms that are sent home. Kim asked that she get more information about the specific concern, and it will be addressed.

No reports available from the EHS or Walton Sites.

DIRECTORS REPORT

Kim went over the numbers reported for the first month of school. We are struggling with attendance due to quarantines, illness, etc. We are still working toward full enrollment for all of our sites. Staff have been hard to hire this year, so we have not been fully staffed.

FINANCIAL REPORTS

Kim explained the budgets and adjustments that take place at the end of the fiscal year. She went over what the Visa, Lowes, Walmart, and Wex cards are used for. She informed the group who the card holders are and how many are at each site, as well as what kind of purchases are made on each card. She pointed out that the Wex cards gives totals for company fuel use as a whole but drew the councils attention to the totals that apply to Early Head Start and Head Start.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training Topic PIR

Kim explained that the PIR is a report that is submitted to the Office of Head Start by the end of August each year. The report gives data on the number of family and children served as well as what type of services were provided. It also reports information such as number of children who dropped from the program, the number of staff and types of degrees they hold, the health status on the children as far as how many are up to date on physicals, dental, shot records etc.

PIR Reports for HS and EHS

Kim went over the PIR and drew attention to different areas and how numbers changed throughout the year as families received certain services.

2020-2021 Child Outcomes

Kim went over the Fall 2020 to Winter 2021 data analysis, which gives a background on the different domains and shows a path forward to enhance future learning. The charts show the gains and declines in each area of development and the results guide what kind of teacher training is needed. Covid has impacted gains in many areas due to school closures and frequent absences. Education staff are working on how to overcome these obstacles so gains can be made despite these current issues.

Update for School Year

Closures have had to happen already due to exposures and staff shortages. Kim explained the process used in the event someone has been exposed to the Covid 19 virus. Things have been challenging and staff are trying to make the best decisions to keep everyone safe. We are still working towards full enrollment and trying to hire new staff, but recently have had trouble with finding staff and getting the new staff we do hire to come to work.

APPROVALS

Kim stated that Ashley would only be able to participate in the approvals that do not pertain to hiring, as she is one of the candidates that will be voted upon. She also addressed the situation that a few of our current members no longer have children enrolled in Head Start, but we currently do not have new members to seat in their place. There is also a member on the council who was seated but has never attended a meeting. Kim asked for the groups input on how to move forward, in the event these members are not willing to return. Donna gave the input that the member who had not been attending, be unseated. Savannah gave the input that if any of the outgoing members are not able to continue to participate in the meetings, that we unseat them as well, bringing the number seated on the council down, thus lowering number required for a quorum. Jessica Barnett and Katherine Harris gave input that, even though they no longer have children enrolled with Head Start, they will continue to participate at next month's meeting until the new parents can be elected and seated in their places for the CEEC and Walton sites.

Unseat Yasia Spencer from Westville Parent Representative due to unattendance:

Motion: Jessica Barnett Second: Denise Brock Motion Carried.

Policy Council By-laws and Child Outcomes Report

Motion: Denise Brock Second: Monica Hill Motion Carried.

Ashley Campbell exited the meeting at this time to complete approvals of new hire, bringing quorum to seven.

New Hires- Kim discussed the seven individuals selected for the various positions within program with the group.

Motion: Denise Brock Second: Monica Hill Motion Carried.

ANNOUNCEMENTS

The next policy council meeting will be held on October 4, 2021.

ADJOURNMENT

Savannah Ganey adjourned the meeting at 12:53pm

As recorded by Nicole Thomas

9/13/21

Denise A. Brock

SECRETARY

10/4/21

DATE