

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

November 1, 2021

Present:	Absent:	Guests:
Donna Carnley	Monique Clayton	Kim Gillis
Charlie Stevenson	Elizabeth Fletcher	Ryan Corne
Darla Sutton	Carly Leogrande	Danita Brown
Claudia Jefferson		
Katie Sasser		
Savannah Ganey		
Monica Hill		
Anjelique Robinson		
Patricia Latson		

Savannah Ganey called the meeting to order at 12:02pm. Denise Brock took attendance for the meeting.

The Council voted to seat Katie Sasser to represent Westville, to seat Darla Sutton who will be replacing Denise Brock as the Washington County Community Representative. A motion to approve was made by Denise Brock and seconded by Donna Carnley. The motion passed.

A motion to reseat Savannah Ganey to the Council was made by Monica Hill and seconded by Anjelique Robinson. The motion passed.

Savannah started with the election of officers, Secretary was the first positions to be voted on, Denise explained to the Council the role of the Secretary. Claudia Jefferson volunteered to take the position. A motion was made by Katie Sasser, and it was seconded by Donna Carnley. The motion passed.

Another roll call was held to account for the approved new members, by Denise Brock.

The next position to be voted on is the Chairperson and Vice-Chair, Kim discussed with the members the responsibilities of each of the two positions. The Chairperson was first up to be voted on; Savannah volunteered for the position. Anjelique volunteered to be the Vice-Chair. Both positions were put to a vote. Savannah was elected to be the Chairperson, and Anjelique elected for the Vice-Chair.

Approval of October minutes was brought to the Council, a motion to approve the minutes was done by Monica Hill, and it was seconded by Anjelique Robinson. The motion passed.

CENTER COMMITTEE REPORTS

Savannah gave the following report for the Westville Center:

Site had a parent child activity after the parent meeting on October 28th. Site made bird feeders out of pinecones, everyone in attendance had a great time. On Friday Oct 29th the center celebrated Halloween with kids dressing up and parading around the center.

The parent committee requests \$250.00 for the family Christmas activity. The money will be used for prizes, activities, and food.

Donna Carnley made a motion for approval, and Monica Hill seconded the motion. The request was approved by the Council.

Kim gave the following report for the CEEC Center:

The site had a parent/child activity decorating pumpkins. THE children were able to choose between a dinosaur, a mermaid, or a shark. The children enjoyed putting them together. Held our "Dad's Dad" on October 25th, but we told the dads that couldn't make it that any day they were able to come make a pumpkin mask with their child, it would be fine. Happy to have them come to the center and spend time with their children. Fall festival on the 29th, staff, children, and parents all had a good time. Fun and games on the playground, we thank all the parents who volunteered their time to make the fall festival a success. Site will be closed for Veterans Day on Nov. 11th., site will be closed on November 22nd-26th for Thanksgiving. Santa will come visit the children on December 2nd at 9:00am. Will also be having a family night on December 16th, and we will be making reindeer food. Site will have early release on December 17th, and this will begin our Christmas vacation, children will come back January 5th. November 15 Health Dept will be coming by the center and doing a nutrition activity.

Request for funds for December in the amount of \$125.00 for our Christmas activities.

Monica Hill made a motion for approval, and Katie Sasser seconded the motion. The request was approved by the Council.

No concerns at this time.

Monica gave the following report for the Chipley Center:

The next Parent Meeting will be November 2nd. The parents voted to have a Christmas Activity for the 1st Big Event. It will be held on December 10th at 1:00. The site enjoyed the monthly story time visits with Patsy Justice from the Chipley Kiwanis Club. The site celebrated Chipley Homecoming Week by doing a theme for each day. With the themes the staff and children have made it a fun and educational leaning experience. Through Teaching Strategies we've learned about making fruit salad and applesauce, while also promoting counting, colors, textures, senses, shapes, and open-ended questions.

A request for \$125.00 to purchase items for the 1st Big Event our Christmas Activity.

Katie Sasser made a motion for approval, and Donna Carnley seconded the motion. The request was approved by the Council.

No concerns at this time.

Carly gave the following report for the Early Head Start Center:

No report given at this time.

Claudia Jefferson gave the following report for the Walton Center:

Parent meeting held on October 27th; ten parents attended. Went over events for the month and the fall festival. Discussed about being short staffed, and about the parent meeting and recruiting other parents to participate. Discussed all upcoming events that will be held in November, such as Ms. Amy's flashlight night, on November 5th. November 19th, friendship night with Doria. Parents discussed graduation, prom, and Christmas events. Parents wanted to get the children the presents themselves so the kids get what they want, and if a Santa Claus can be brought to the site. Discussed if candy can be brought in for the kids, as long as it is not eaten on site.

DIRECTORS REPORT

Kim discussed the fine details of the directors' report, she went over each segment of the report, enrollment, disability, mental health referrals and visits, EHS Home-Based, In-Kind Totals, USDA, and Staff Status.

In regard to In-Kind she let the Council know about the lower numbers, and how the program has a waiver for In-Kind.

Darla Sutton introduced herself, and let the Council know that if they had questions about the Disability section she can be contacted.

Patricia Latson asked a question about the home visits and asked if the program gets penalized if the parent is the reason for the missed visits.

Kim let her know the parent canceling is not a penalty, but if the Home-Visitor is the reason for the cancelation it would be. She let her know that if a parent misses too many visits it will be addressed with the family, reminding them of the requirements of the program.

FINANCIAL REPORTS

Kim explained the CARES Act funds and plans for spending the money to include new hires, cleaning supplies, paper goods etc. She informed the group that the actual column reflects what was spent for that month, the actual YTD reflects what has been spent in total so far since beginning of budget, the budget YTD is what was originally budgeted for, and the Variance column reflects the difference in what is remaining in the budget. The Fund 31 is the ARP funds and is good for two years for any site. A bus was purchased for Walton County with this funding as well as an AI's Pals curriculum for classrooms. This fund can also be used for cleaning supplies, and wages paid to additional staff. The Fund 32 is the CRRSA funds, and most was put toward wages and supplies. Kim explained the amounts listed in the regular Head Start and Early Head Start funds. The parenthesis to the far left indicate areas where more money was spent than what was budgeted for, but funds from other areas can be moved to these areas to accommodate. Kim asked if there are any questions. None were asked.

The in-kind status reports were reviewed and reported just like the budget reports. We are still collecting in-kind even though we have a waiver.

Kim explained there are two visa cards kept at the office. One in her name and the other in Nicole's name that can be used for various purchases made for training or online orders. The third card is in Ruth's name and is used for ordering groceries for each center via grocery pickup which saves the cooks time and effort, instead of having to shop in store for needed items.

The Walmart cards are kept on site at each center and are used for day-to-day operating supplies needed by the centers.

The Lowes account is typically used by Jeff, the maintenance worker for supplies and tools needed to fix miscellaneous center repairs.

The Wex card is used only for fuel in company vehicles.

OLD BUSINESS- none

NEW BUSINESS- none

FYI/DISCUSSION

Monthly Training Topic- Disability Requirement

Kim discussed the 10% disability requirement that is required each year, failing to do so requires the program to request a waiver. The past several years the program has been able to meet this disability requirement. She went over the criteria sheet for enrollment, and how it tracks disabilities, or suspected disabilities, and how these disabilities factor into the acceptance of a child into the program. She urged the Council to question the program if the number of disabilities fall below 10% and ask questions on how the program is dealing with any shortcomings.

Update for new School Year

Kim reported we are continuing to work on enrollment and adding children to the centers. We are having issues with getting staff hired, making it hard to open new classrooms. We have had to deal with short time closers due to COVID related concerns affecting the children and staff. We had a few instances in which a site had to be shut down due to lack of staff, caused by sickness. We will be closing our Walton and EHS centers this week, due to the lack of staff and those positions having to be in classrooms, this would allow for the Coordinator and Family Advocates to attend a Child Plus training that had been scheduled months prior.

HS Mandating Vaccine

Guidance was issued recently stating that Head Start is requiring all staff to be vaccinated by January 2022. There have been staff that have expressed they do not plan to take the vaccine and would quit if it is required. We are currently waiting for further guidance on the matter. In our program 35% of the staff who disclosed their vaccination status are vaccinated.

Fiscal Year Ending November 30, 2021

Kim let the Council know the fiscal year will be ending this month, and she is working with all the sites to spend all remaining funding in ways that will benefit the program. This would include classroom supplies, office supplies, and other needs and wants from the staff.

FY 2022 Focus Area Two- Monitoring Protocol

We are due for our Focus Area Two monitoring. Kim explained that Policy Council members are interviewed during the monitoring. Kim went over the protocols related to the monitoring and stated that we need to start talking about the kinds of questions they will ask the members of the Council, so that they are aware of the questions asked of them, so they can begin thinking about their opinions in those areas.

National Head Start Association – Letter to OHS urging to leverage flexibility

Kim went over the letter sent out to OHS, and told the Council about each of the six-flexibility request:

1. Suspend enrollment checks and implementation of under enrollment plans until September 1, 2022.
2. Suspend all in person monitoring until October 1, 2022 at the earliest.
3. Allow grantees to shift program options based on parent needs and staffing limitations for program year 2021-22.
4. Release a Program Instruction (PI) or Information Memorandum (IM) which clearly states that staff can be hired on a provisional basis as long as they are on a track to receive credentials within a reasonable time frame.
5. Expand Head Start eligibility by defining public assistance to include SNAP eligibility through a program instruction.
6. Ensure regional office are providing the same flexibilities and guidance.

APPROVALS

Hires

Andala Shirah – Teacher Assistant (Westville)

Alezavia Bryant – Teacher (Walton)

Lisa Wainright – Cook Assistant (Walton)

Monica Harris – transfer from teacher assist to family service advocate/floater (Walton)

Ellen Baker – transfer from Care giver to Cook (EHS)

Motion: Monica Hill Second: Donna Carnley All in favor, motion carried.

ANNOUNCEMENTS


The next Policy Council meeting will be held January 10, 2022.

ADJOURNMENT

Savannah Ganey adjourned the meeting at 1:21pm.

As recorded by Ryan Corne

11/1/21


Claudia Jefferson (Jan 18, 2022 08:54 CST)

SECRETARY

Jan 18, 2022

DATE