

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

OCTOBER 4, 2021

Present:	Present to seat new	Absent:	Guests:
Donna Carnley	members only:	Monique Clayton	Kim Gillis
Charlie Stevenson	Karissa Derby	Anjelique Robinson	Nicole Thomas
Denise Brock	Katherine Harris		
Claudia Jefferson	Jessica Barnett		
Savannah Ganey			
Elizabeth Fletcher			
Monica Hill			
Carly LaGrande			

Savannah Ganey called the meeting to order at 12:04pm. Denise Brock called roll with nine of nine seated members present. A quorum was present. New members were seated as follows. Claudia Jefferson was proposed to be seated in place of Katherine Harris; Monique Clayton was proposed to be seated in place of Karissa Derby. Elizabeth Fletcher was proposed to be seated in place of Jessica Barnett. Anjelique Robinson was proposed to be seated in the vacant EHS home based spot. Monica Hill made the motion to seat all four new members on the policy council to take the place of the outgoing members. Denise Brock seconded the motion, with all in favor. Motion carried. Karissa, Katherine, and Jessica left the meeting at this time since their voting status had been replaced. This brought the total number of seated members to ten, with eight present and two absent. A quorum was still present, so business continued.

Savannah asked if the council is ready to elect officers for this year's policy council. Donna suggested we wait until we get the last member needed seated, so that everyone has an opportunity to state if they are interested in a certain role. Several members agreed, so election of officers was tabled until the next meeting.

Monica Hill made the motion to approve the minutes from the September meeting. Denise Brock seconded the motion, with all in favor. Motion carried.

#### CENTER COMMITTEE REPORTS

Savannah gave the following report for the Westville Center:

The most recent parent meeting was September 29, 2021. We have had three parent meetings with only one or two parents in attendance. No parents have been voted in for any committee positions. The center will have a parent/child activity on October 20. We will be making bird feeders. The suggestions and concerns are that we need more parents to attend parent meetings.

Elizabeth gave the following report for the CEEC Center:

The next parent meeting will be on October 15. We had a parent child activity of making owls out of coffee filters. We had it outside all week. We had a good turn out and will continue to hold one or two every month. We will be having a fall festival on the 29<sup>th</sup> of this month. It will be

held out on the playground. We will be having five children go at one time to participate in the activities.

Monica gave the following report for the Chipley Center:

The most recent parent meeting was on September 2 and 7. The next meeting will be on October 5. The parents will discuss and vote on the first big event for the center. The children participated in story time with Patsy Justice from the Chipley Kiwanis club on September 21 and another story time will be on October 5. The story time is held outside on the sidewalk near the gate. We had picture day and hearing screenings last month. In October we will celebrate Bonifay and Vernon Homecoming Week with themes for each. Fire Safety and Prevention Month and Fall days is October 18-19, so there will be no school. We are enjoying our new playground items and natural playground equipment to reinforce the classroom and centers on the outside. We are hoping to have good attendance and participation at the parent meetings.

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

The last parent meeting was held on September 24. Parents are planning a Fall Festival toward the end of the month, possibly on the 29. The center is requesting \$125 dollars from the parent fund for the festival. Denise Brock made the motion to approve the fund request. Donna Carnley seconded, will all in favor and motion carried.

No report was available from the Walton Center.

## DIRECTORS REPORT

Kim went over the numbers for ERSEA and school readiness. Savannah asked a question about the process for signing up for after care and the need for a referral. Donna went over the ELC requirements for receiving school readiness funds and what circumstances would require a referral. Kim reviewed the disability and mental health numbers. She made mention that no mental health services or observations have been provided since Life Management stopped coming to centers. A contract or partnership with Florida Therapy Services was not able to be fulfilled, so Barb is looking into establishing a new contract with Life Management. The home-based number of visits and socializations was discussed. Kim reported the numbers required for in-kind and pointed out that we are way under quota for the year, but we do have a waiver. Kim explained how USDA totals are reported a month behind, so this report reflects August's amounts and expenses. She also mentioned that we have a goal to be fully enrolled by January 2022.

## 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 ARA 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-Directors Report & Eligibility

Kim previously went over the set up of the Directors Report and the information that is reported monthly on it. Kim explained the process for determining eligibility of a family for our program to the group from the time an application is placed to the selection and enrollment of the child into the program.

##### 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 are also struggling with keeping a wait list for the EHS home-based program and currently are not fully enrolled and have no wait list for this program.

##### 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.

##### Received the Carryover

Kim updated the council that the carryover funding that was requested previously has been approved and received.

##### FY 2022 Focus Area Two- Monitoring Protocol

We are due for our Focus Area Two monitoring. Kim explained that often Policy Council members are interviewed during this monitoring. Kim went over the protocols related to the monitoring and stated that we need to start talking about the kinds of questions they may ask the members of the council, so that they are aware of how to respond.

FY 2022 CLASS Reviews

For now, the CLASS reviews have been put on hold with the possibility of doing virtual observations on 25 chosen programs. If our program is chosen to do the virtual observations, the classrooms will be observed remotely using cameras set up in the classrooms. However, if our program is not chosen to participate in these observations, CLASS will not be conducted for our program this year.

IM-Supporting the Wellness of All Staff in the Head Start Workforce

This memo was sent to council members this morning and discusses the importance of wellness with staff, as they deal with a multitude of stresses and challenges both at home, like the rest of the country, and at work as well with handling illnesses in classrooms, quarantines, changes in policies etc. Kim reported that two staff members were chosen to conduct surveys to report what types of things staff need to support their well being and this should be completed by the end of this month.

Donna asked if any children are enrolled virtually at this time. Kim reported that Head Start has strongly recommended everyone begin moving back to in-person services. There were no parents that requested the virtual option this year.

APPROVALS

Hires

Maggie Langston for Teacher Assistant at Westville

Motion: Monica Hill

Second: Donna Carnley

All in favor, motion carried.

ANNOUNCEMENTS

The next policy council meeting will be held November 1, 2021.

ADJOURNMENT

Savannah Ganey adjourned the meeting at 1:11pm.

As recorded by Nicole Thomas

10/5/21

*Denise A. Brock*

SECRETARY

*1/4/22*

DATE