

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

JANUARY 10, 2022

Present:
Donna Carnley
Darla Sutton
Katie Sasser
Savannah Ganey

Absent:
Charlie Stevenson
Claudia Jefferson
Monicque Clayton
Elizabeth Fletcher
Monica Hill
Carly Leo Grande
Anjelique Robinson

Guests:
Kim Gillis
Ryan Corne

Savannah Ganey called the meeting to order at 12:08pm. Savannah called roll with four members present and seven members absent. A quorum was not present. Kim asked the group if they would like to continue with the meeting without a quorum and all approvals would be pending a phone poll. Donna agreed to move forward, as well as Darla and Katie, so business continued with approvals pending phone poll. Katie Sasser made the motion to approve the November 2021 minutes, Darla seconded the motion. Motion will carry pending phone poll.

CENTER COMMITTEE REPORTS

Savannah Ganey gave the Westville Center report as follows:

The most recent parent meeting was held on November 16. We had our first big family activity at the center. It was held on 12.17.21. The children played games and visited with Santa. Everyone had a great time. No approval request or suggestions at this time.

Kim Gillis read the Chipley Center report as follows:

The most recent parent meeting was held on November 2. For activities, they had a Happy New Year and the week of January 24 they will celebrate school choice week with a different theme each day. Ms. Patsy will do a story time and the Sheriff's Department will visit and do a presentation. The next parent meeting is set for January 24 and the parents will discuss the next two big events for the center. There are no funds requests or concerns.

Kim Gillis read the CEEC Center report as follows:

This most recent parent meeting was November 17 and the next one is scheduled for January 14. Our most recent activities were in December when Santa came to visit the children. They really enjoyed him coming to the center to visit them. We hope everyone had a good Christmas break and we are eager to start learning in this new year.

No reports were given for the Walton or EHS centers.

DIRECTORS REPORT

Kim went over a few changes made to the report since the original report was mailed. Kim discussed in detail how the directors report is laid out and the kind of information that is reported on it each month, so that new members have an idea of the type of information shared and why.

FINANCIAL REPORTS

Kim went over the status reports, one funding source ended and the new one began as of December 1, 2021. Kim explained that only half of our new budget has been received so far, but it was approved so we are able to spend money. The in-kind status reports were shared, and Kim explained that a waiver was received. The zeros showing on the newer budget are due to not spending money from those budgets yet or for the current month.

Kim went over the Visa statements from the three credit cards held by the program. The centers each have a Walmart card to purchase miscellaneous classroom and building supplies for the day-to-day operations for the centers. The Wex credit card details the amount of fuel spent by program. There are multiple program vehicles that are used by staff to run errands as well as a bus that completes a route for the Westville center.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training Topic- School Readiness

Kim explained that we refer to school readiness sometimes as extended care since that is the services that are provided from the funds received from the ELC. However, we have our own School Readiness plan that refers to the goals and strategies used to prepare our students for kindergarten. Kim discussed the process our programs take to prepare children for kindergarten through activities, transitions and partnering with local schools.

Update for new school year

Kim explained that it has been difficult for our centers due to students or staff testing positive and requiring classrooms or centers to shut down. We have been trying to follow CDC and health department guidelines, where local schools are able to establish their own guidelines. Due to receiving so many different suggestions and guidance, we are working on a new plan to address exposures and quarantine requirements in the schools. Kim asked the group for input on what they feel is the safest strategies for exposures and school closures. Katie offered that contact tracing quarantine seems to work well. Darla mentioned that when she worked as a teacher last year, when a child tested positive for Covid, the children who were within six feet of that child were also quarantined, but not the entire class. Donna stated that she approves of

allowing parents the opportunity to take on that responsibility of when it is appropriate to send their child to school.

Covid Exposure

Kim mentioned that there has been a closure due to exposure at our sites.

HS mandate vaccine and masks: where we are

Some staff turned in exemption requests. We are working with staff and children on the mask requirement. Children are never forced to wear a mask but strongly encouraged, reminded and staff model. For now, we are at a stay for the vaccine requirement due to legal challenges. However, we are still under the OSHA ruling until the Supreme Court makes a final decision on this matter.

FY 2022 Focus Area Two Monitoring Scheduled for the week of January 17

Kim talked about the upcoming review team that is visiting next week and discussed that some portions of the monitoring will be conducted virtually. On January 18 the review team wants to talk to a few of the Policy council and board members. Kim asked for volunteers to speak with and answer questions that the review team may have. Savannah volunteered and Katie stated she would be willing to participate as well. Kim made plans to meet with the volunteers at a later date to go over the questions as they are presented in the protocol.

We are due for our annual Policy Council training, which takes place each February. The trainers are not able to conduct the training until February 24 and it will have to be held virtually. Kim asked the group if they would like to conduct our February meeting the same day as the training or move the March meeting up. Savannah suggested we move February meeting back instead of moving March early.

Recruitment/Parent Curriculum Plan

Barbara has produced a Parent curriculum recruitment plan. Kim went over the dates and ideas for recruiting for our program and involving parents in activities to promote engagements. This plan is on agenda for approval.

2021 Audit

The audit was emailed prior to the meeting. Kim discussed the findings from the audit and reported that there were no findings from any of the sections covered in the audit for the current year.

APPROVALS

Cost Allocation Plan 21-22/Staff Wellness Policy/Vaccination Requirement Policy
Staff/Vaccination Requirement Policy Contractors & Volunteers/Child Safety/Safety Training
with Regular Child Contact/ Recruitment Parent Curriculum Plan/ EHS & HS Eligibility Priority
Criteria/ 2021 Audit

Donna Carnley asked for clarification on the Recruitment/Parent Curriculum Plan. She wanted to know if the parents are required to complete the podcasts and training or if it is solely informational. Kim explained we are required to provide the information to them and make it available, but it is the parents decision to participate.

Motion: Donna Carnley Seconded: Katie Sasser will carry pending phone poll.

Hires- Kim discussed the new and transferred staff and positions.

Motion: Katie Sasser Seconded: Donna Carnley will carry pending phone poll.

ANNOUNCEMENTS

The next policy council meeting will be held February 24, 2022.

ADJOURNMENT

Savannah Ganey adjourned meeting at 1:07pm.

As recorded by Nicole Thomas
1/25/22

Results of Phone Poll

Three additional members of the council were contacted on January 12, 2022.

Vaccination Requirement Policy for Staff and for Contractors/Volunteers Approved by two,
Disapproved by one.

All other approvals were approved by all three members contacted.

Claudia Jefferson
Claudia Jefferson (Feb 24, 2022 13:35 CST)

SECRETARY

Feb 24, 2022

DATE



January 2022 Policy Council Minutes

Final Audit Report

2022-02-24

Created:	2022-02-24
By:	Kim Gillis (kim@tricityheadstart.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZQBDEjOockNiqvJmWmtkAL6aWoJFkqa

"January 2022 Policy Council Minutes" History

-  Document created by Kim Gillis (kim@tricityheadstart.com)
2022-02-24 - 7:29:22 PM GMT- IP address: 67.132.67.154
-  Document emailed to Claudia Jefferson (claudiadavis85@yahoo.com) for signature
2022-02-24 - 7:30:20 PM GMT
-  Email viewed by Claudia Jefferson (claudiadavis85@yahoo.com)
2022-02-24 - 7:32:04 PM GMT- IP address: 209.73.183.19
-  Document e-signed by Claudia Jefferson (claudiadavis85@yahoo.com)
Signature Date: 2022-02-24 - 7:35:59 PM GMT - Time Source: server- IP address: 65.34.109.9
-  Agreement completed.
2022-02-24 - 7:35:59 PM GMT