

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

February 24, 2022

Present:	Absent:	Guests:
Donna Carnley	Monicque Clayton	Kim Gillis
Charlie Stevenson	Elizabeth Fletcher	Nicole Thomas
Darla Sutton	Carly LeoGrande	Hope Sharp
Claudia Jefferson	Anjelique Robinson	Patricia Latson
Katie Sasser		

Savannah Ganey called the meeting to order at 8:35am. Claudia Jefferson called roll with six of eleven voting members present. A quorum was present. There are two members that no longer have children enrolled and staff are not able to contact these members for a resignation. Darla Sutton made the motion to unseat both members from the council and have new members elected and seated in their place at the next meeting. Donna Carnley seconded this motion with all in favor, bringing the total number of members seated to nine. Another member joined the meeting, so Claudia called roll again, with seven of the nine members present. A quorum was still established.

Katie Sasser made the motion to approve the minutes from the January meeting. Monica Hill seconded, and all were in favor.

CENTER COMMITTEE REPORTS

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

The most recent parent meeting was on 2/7/22. The children celebrated Valentine's Day by handing out cards and making crafts in the classroom. Liberty Dental came on February 18th to do screenings and talk to the children about dental health. The parent committee would like to request \$250 for a Spring Festival. The money will be for games and prizes. Monica Hill motioned to approve the fund request. Claudia Jefferson seconded, with all in favor. The motion carried.

Monica Hill gave the report for the Chipley Center as follows:

The most recent parent meeting was 2/22/22. Our second big event, the Valentine Activity, on February 14th was great. The parents and children enjoyed doing an art/craft activity together. Ms. Patsy did her monthly Story Time for the children on 2/15/22. We really loved participating in the National School Choice Week in January as well as Literacy Week. There was a parent meeting on January 24th and the parents voted to have an Egg Hunt for the third big event of the year. We are requesting \$125 for the Egg Hunt on April 11th. The request is to purchase supplies from Oriental Trading, Amazon, or Walmart. Katie Sasser made the motion to approve the fund request. Donna Carnley seconded the motion, and all were in favor. The motion carried.

Claudia Jefferson gave the report for the Walton Center as follows:

At the last parent meeting we discussed reasons for closures in January and are working on procedures to prevent closures due to Covid exposures. We talked about Valentines Day activities and doing treats to send home with the children, since Head Start does not allow candy to be given to the children. This request was denied, so the children exchanged cards and nonedible treats were given out instead. We also talked about dental screenings completed and we are trying to get more parent involvement in parent meetings.

Nicole Thomas gave the report on behalf of the CEEC Center as follows:

The next parent meeting will be on February 24, and we will have a parent child activity right afterward to decorate a hat for our Dr. Seuss Week. We had a literacy parent child activity. The children brought Valentine cards in for their friends and the parents helped their child find their classmates names by matching up the letters on their bags and cards. The children enjoyed all the cards and goodies they received from their classmates. We will be celebrating Dr. Seuss next week, February 28-March 4. Every day is a different theme/book.

No report was given for the Early Head Start.

DIRECTORS REPORT

Kim went over the numbers for enrollment. The two vacancies at EHS are in the Home Base program. There are only 136 enrolled in Head Start because of not having the staff to open all the classrooms. Attendance was lower than 85% for all sites. Covid was an issue last month, but it seems to be declining now. Disability numbers were discussed. We are not at the 10% required for Head Start, so a waiver may have to be requested. We are currently under a waiver for our in-kind match but are still collecting as much as possible. We are over five grand in the hole for our USDA and these numbers are reported a month behind. Staff status was also reviewed in detail. No questions were asked.

FINANCIAL REPORTS

Kim went over the ARP budget, which is funds we do not always receive but we were able to get this year due to the Covid pandemic. We purchased a bus with this funding and are still looking to hire a bus driver so a new route can be established to provide transportation to more families. We are also looking at purchasing Well-Air systems for the classrooms and office areas. The classroom with the lowest attendance will get one first to try out before we purchase more for all the classrooms, as this will be a big purchase if it is decided that all classes would benefit from having one. We are also wanting to purchase a rubber matting to cover the sand on the EHS playground, as the sand for the infants and toddlers has always been an issue.

The CRRSA funds are used to replenish supplies used to help combat the spread of Covid. The two floaters that are hired are also being paid from this fund.

The regular Head Start and EHS budgets were discussed, and Kim explained that only half of our grant has been received at this time. Bookkeeping did not have any in-kind turned in

since the new fiscal year began, so there are no in-kind numbers reported. Staff have been collecting in-kind, it just has not been recorded by the bookkeeping department yet.

For the WEX account, Kim pointed out the fuel that was spent for the EHS and HS programs and where this information is recorded on the statement. The Walmart statement looks a little different this month than it usually does as there is not a clear breakdown of purchases. Kim explained, however, that each center has a Walmart Card used for supplies needed for centers. The Lowes and Visa statements were also unclear this month as they listed purchases for the whole agency instead of just HS/EHS. Kim pointed out the sections that had purchases made by our program. Darla Sutton questioned how each departments' charges are kept separate and Kim explained all receipts must be turned in to bookkeeping and coded to the specific program.

The 941 report shows the taxes paid for individual staff members for this quarter. The SF 429 report documents all of the property owned by the agency. The semi-annual and quarterly 425 reports were also provided, and Kim explained that these reports are used to document our cash receipts, disbursements, and cash on hand. No one had questions regarding these reports.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Annual Shared Governance Training

Kim reminded the group that the annual training is to follow the meeting. It will begin at 9:30am and end at 12:30pm. Members will receive a link shortly to join the training.

Disability Waiver

As discussed previously, there is a possibility we will need to request a waiver since Head Start has not currently met the 10% requirement. Kim asked the group to vote on requesting the waiver when it is time for approvals.

Staff-5% Pay Increase

Kim explained that we have been trying to figure out ways to retain staff. After reviewing the budget with bookkeeping, it was decided to implement a five percent pay increase to staff. Kim went over the estimated amount of money this will cost each budget, for Head Start and Early Head Start. The Policy Council and Board will both need to approve the increase before it can be implemented.

Focus Area Two Monitoring

Kim reported that our Focus Area Two monitoring seemed to go well. We will not know the results until they have gone over all the data the monitors gathered. Kim thanked the policy council members that participated.

Vaccination Policies

The policies were previously approved by all but one member of the council. However, they are currently on hold due to Florida being one of the states to file a lawsuit in disposition of the vaccination mandate. The OSHA ruling was also in favor of disallowing such mandates. Once the court case is settled, we will have more information on this subject, but for now, these requirements are not in effect.

Education Advisory Committee

A copy of the committee minutes was provided to the council for review. Kim went over a few key areas that was discussed at that meeting.

PI and IM

A copy of the Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies and the Head Start Transportation Services and Vehicles During the Covid-19 Pandemic were given to the council for review.

APPROVALS

Darla Sutton asked where the funds would come from to give the staff pay increases. Kim explained it would come from the regular budgets and would require the moving of monies from other areas. We stayed short staffed much of the year, so there will be extra funding left over to go toward this as well.

Disability Waiver:

Motion: Monica Hill Second: Katie Sasser Motion carried, all in favor.

Staff Pay Increase:

Motion: Darla Sutton Second: Katie Sasser Motion carried, all in favor.

Janeese Vogel- transfer positions

Motion: Monica Hill Second: Claudia Jefferson Motion carried, all in favor.

ANNOUNCEMENTS


The next policy council meeting will be held March 7, 2022, at 12pm.

ADJOURNMENT

Savannah Ganey adjourned the meeting at 9:23am.

As recorded by Nicole Thomas

2/24/22


Claudia Jefferson (Mar 7, 2022 13:53 CST)

SECRETARY

Mar 7, 2022

DATE

February 2022 Policy Council Minutes

Final Audit Report

2022-03-07

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