

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

MARCH 7, 2022

Present:
Charlie Stevenson
Claudia Jefferson
Katie Sasser
Darla Sutton
Donna Carnley

Absent:
Monica Hill
Elizabeth Fletcher
Carly LeoGrande
Savannah Ganey

Guests:
Kim Gillis
Nicole Thomas
Patricia Latson
Heather Craft

Nicole Thomas called the meeting to order at 12:01pm. Claudia Jefferson called roll, with four voting members present and five members absent. A quorum was not present at this time so, it was decided that all items needing approval would be addressed at the end of the meeting as at least one member was expected to arrive a little late.

CENTER COMMITTEE REPORTS

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

A parent meeting is scheduled for tomorrow morning. The children participated in Dr. Seuss week last week.

Katie Sasser gave the report for the Westville center as follows:

A parent meeting was attempted this morning, but only two parents and one grandparent were in attendance. Since no voting could occur the meeting is rescheduled for March 16.

No reports were given for the Chipley, CEEC or EHS centers.

DIRECTORS REPORT

Kim went over the numbers in each section of the Directors Report. She explained we still are not at full enrollment. She discussed our waiting list numbers for each center and how many vacancies occurred during the month. She made a correction to the reported number for Home based vacancies, as the report showed eighty, but it should just be zero. No children dropped from home-based but there are still three empty slots. Our attendance is making improvements, so we are hoping it will soon be back to the 85% required.

Kim addressed the disability numbers and reported mental health referrals and home-based visits. There is currently an in-kind waiver, but we are continuing to collect in-kind. We are currently at 3% for Head Start and 5% for Early Head Start. Lastly, Kim reported the USDA meals served and costs as well as the staffing status. No questions presented regarding this report.

FINANCIAL REPORTS

Kim reminded the group that we are operating on half of our budget currently. She explained that the parenthesis on the last column indicate areas that were not budgeted enough for or at all. We will be able to move funding from other areas that were over budgeted for once the full budget is received. The Early Head Start budget is designed the same way but is a lower amount because it funds the cost of less children, as EHS enrollment is less than Head Start's.

<Donna Carnley joined the meeting as this time creating a quorum.>

Kim went over the in-kind reports and pointed out that the parenthesis on this report is due to earning in-kind that was not budgeted for since we have a waiver.

The Visa statement outlines the purchases made to various vendors for all three cards the program holds. Kim explained these charges. There were no questions. The Walmart statement is set up differently than in the past because it does not list what was purchased anymore. Kim explained what is typically purchased with these cards. The Lowes statement provides the items purchased on our Lowes account, which are typically charged by our maintenance worker for improvement projects or repairs. The Wex statement reflects fuel spending for the whole agency. Kim pointed out the line items that apply to our program specifically. No questions asked about any of the reports.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training- Finance/Budget Development

Heather Craft explained the process for reporting spending by the program. There are different funds set up for the different programs which helps us keep track of what is spent from each fund. The status reports sent out to the council each month show the breakdown of expenses for the current month and the year to date. Each budget has its own code, so when purchases are made, they are coded to the appropriate budget for payment.

Heather explained that the Walmart statement looks different now due to a software update with Capital One, which is where payments are remitted to. Now, when the bill is paid it does not detail individual purchases.

She also explained the invoice process to the group. The receipts are coded and approved by management before they are sent to bookkeeping. Once they are approved and turned in, checks are sent out biweekly to pay for these expenses. Heather also addressed and explained the multiple forms that are shared with the council on an annual, semiannual, or quarterly basis including the audit, Form 990, SF 425, and SF 429. In-kind is also a requirement for the program unless a waiver is received. Heather explained what is allowable to be used as in-kind.

Self-Assessment

Kim described how our self-assessment is generally conducted and that we will be asking policy council, board members, parents, and staff to participate in gathering information and data to review for this assessment. We are looking to start the assessment around March 21. Many areas will be reviewed for this, and we will inform the policy council when we get started on this.

Conflict of Interest

The Program Governance training held last month revealed that we need to have Policy Council members sign a conflict-of-interest form when they join. This form will be provided to the council members when it is developed.

Action Planning Tool

The training also highlighted a tool that can be used for tracking progress during our five-year grant period and will help ensure certain deadlines are met. This calendar will also be shared with the council in April.

IM- Documenting Services to Enrolled Pregnant Women

This information was mailed prior to the meeting for review. No questions or concerns were presented regarding the information.

APPROVALS

The group elected Katie Sasser as the new Vice Chairperson since the previous one was unseated last month.

Motion: Claudia Jefferson Second: Donna Carnley Motion passed.

Minutes from the February 24, 2022, Council meeting:

Motion: Katie Sasser Seconded: Darla Sutton Motion passed.

Policy Updates were provided prior to meeting:

Motion: Katie Sasser Seconded: Claudia Jefferson Motion passed.

Mekhyalla Dawsey for new hire as Walton Teacher Assistant:

Motion: Claudia Jefferson Seconded: Darla Sutton Motion passed.

ANNOUNCEMENTS

The next policy council meeting will be held the first Monday in April. Claudia Jefferson asked the question about voting a new member in for her center. Nicole Thomas asked that she address this at the parent meeting at the Walton Center tomorrow morning.

ADJOURNMENT

A motion was made to adjourn by Darla Sutton with Katie Sasser giving the second. The meeting was adjourned at 12:36 p.m.

As recorded by Nicole Thomas
3/7/22

Claudia Jefferson
Claudia Jefferson (Apr 4, 2022 14:52 EDT)

SECRETARY

Apr 4, 2022

DATE






March 2022 pc minutes--final

Final Audit Report

2022-04-04

Created:	2022-04-04
By:	Kim Gillis (kim@tricityheadstart.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAABRYnDajvwUcoNsn3p5LeOGmXL5KIByx

"March 2022 pc minutes--final" History

-  Document created by Kim Gillis (kim@tricityheadstart.com)
2022-04-04 - 6:21:33 PM GMT- IP address: 67.132.67.154
-  Document emailed to Claudia Jefferson (claudiadavis85@yahoo.com) for signature
2022-04-04 - 6:22:39 PM GMT
-  Email viewed by Claudia Jefferson (claudiadavis85@yahoo.com)
2022-04-04 - 6:51:15 PM GMT- IP address: 69.147.92.147
-  Document e-signed by Claudia Jefferson (claudiadavis85@yahoo.com)
Signature Date: 2022-04-04 - 6:52:58 PM GMT - Time Source: server- IP address: 65.34.109.9
-  Agreement completed.
2022-04-04 - 6:52:58 PM GMT