

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

APRIL 4, 2022

Present:  
Donna Carnley  
Darla Sutton  
Claudia Jefferson

Absent:  
Charlie Stevenson  
Savannah Ganey  
Katie Sasser  
Carly LeoGrande  
Elizabeth Fletcher  
Monica Hill

Guests:  
Kim Gillis  
Nicole Thomas

Nicole Thomas called the meeting or order at 12:07. Claudia Jefferson called roll with three members present and six members absent. A quorum was not present. The group decided to proceed with the meeting, with all approvals pending a phone poll to be conducted after the meeting. Claudia made the motion to approve the minutes from the March 7 meeting. Darla seconded, with all in favor. The motion will carry pending the phone poll. There are two new members elected for the Walton and Early Head Start centers, but they were not present at the meeting, so the seating of these new members was tabled until next month.

#### CENTER COMMITTEE REPORTS

Claudia Jefferson gave the report for the Walton Head Start as follows:

March 8 was the last parent meeting. Juice and bagels were provided at this meeting and the parents discussed the Covid-19 closures from last month. They also discussed preparing for Spring Break and held a parent child St. Patrick's Day activity. The children transitioning to kindergarten will go on field trips at the end of the year to visit the schools they will be attending. A prom and egg hunt are being planned and fund requests for the prom event will be made at a later date, as there is no set date for this event yet. The egg hunt is planned for April 15 and parents will be helping with this event.

Nicole Thomas gave the report for the Westville Head Start as follows:

The parent meeting was held on March 16. They also had a parent child activity and decorated flowerpots and planted flowers. It was fun time with the children. April 15 will be the Spring Fling, with games, an egg hunt and visit with Easter bunny. The parent committee is requesting \$250 for the End of the Year Water Day at the Westville Park to purchase food. Donna Carnley made the motion to approve the \$250 fund request, Claudia Jefferson seconded, with all in favor. The motion will carry pending phone poll.

Nicole Thomas gave the report from the CEEC Head Start as follows:

The parent meeting was held on April 1. They held a parent/child activity decorating Easter eggs. The Easter egg hunt will be on April 15 at 9:15am. Early release will also be on that day at 12pm. They are requesting funds in the amount of \$125 for the end of year celebration/graduation. Darla Sutton made the motion to approve the requested funds, Donna Carnley seconded, with all in favor. Motion will carry pending the phone poll.

Nicole Thomas gave the report for the Early Head Start as follows:

The parent meeting was March 10. The committee discussed job references with Ms. Barbara and discussed the spring fest for March 17, which did take place. The children and parents planted flowers and blew bubbles. There were 16 parents in attendance. Homebased families shared the activity for their socialization. There was discussion about an activity for an Easter egg hunt. The committee is asking for \$125 for the egg hunt, scheduled for April 15 at the center. There will be decorations and activities. Donna Carnley made the motion to approve the fund request, Claudia Jefferson seconded with all in favor. Motion will carry pending phone poll.

Nicole Thomas gave the report from the Chipley Head Start as follows:

The most recent parent meeting was March 29. During the month of March, we celebrated Dr. Seuss' Birthday and St. Patrick's Day with various activities in the classroom and on the playground. The children enjoyed themselves. We also participated in a nutrition activity making turkey rollups. In April we will have our monthly story time with Ms. Patsy Justice from the Chipley Kiwanis Club. Our third big event will be the Easter Egg Hunt on April 11 at 1pm. The next parent meeting is April 26. No requests or suggestions.

## DIRECTORS REPORT

Kim went over the enrollment numbers and reported we are not fully enrolled. The ERSEA section was discussed, and the wait list numbers. Kim pointed out the totals for our average daily attendance and reported there are seven total enrolled for extended care services. We have one in waiting for disability services for Head Start and two waiting for Early Head Start. We are meeting the minimum of 10% required for both programs. There were no mental health referrals this month. For the home-based program, six visits were not attempted due to staff absence. She visited 23 or the 38 required. Kim discussed the in-kind percentages and USDA spending status. Our staffing numbers are slowly increasing, as we look to hire more individuals. There are two new hires that will be discussed for approval at the end of today's meeting. No questions were raised in regard to this report.

## FINANCIAL REPORTS

The CRRSA report was discussed. Over 15 thousand dollars has been spent but the totals are not showing on the third column and Kim plans to look into this.

The Head Start and Early Head Start budgets are showing parenthesis in all the areas because the budget year to date column is showing all zeros for some reason, which it should not be. This is causing the report to look like all areas are overspent, but they are not. We currently

have only received half the budget and the rest is usually released around May or June. The in-kind collected totals to over 26 thousand for Head Start and over 10 thousand for Early Head Start. In-kind is not budgeted for this year due to having a waiver, but we are continuing to collect it.

The visa cards had purchases made for CCEI training website renewal and other purchases related to education and training. One of the Visa cards is used expressly for Walmart grocery orders. The Lowe's account shows purchases made for maintenance. Darla Sutton asked about the charges listed under Bruner, as the rest listed Head Start as the purchaser. Kim explained it could be from another program or even where our director requested a quote. The Walmart supplies purchased vary from month to month. A request for supplies is submitted to Kim for approval before these cards can be used. The Wex card totals for EHS and HS are what is charged to our program. The rest of the totals on this statement are from other programs within the agency.

Kim discussed the Form 990 in how it relates to income tax reported. She advised that she would send the members a more detailed description of this report after the meeting.

## OLD BUSINESS

## NEW BUSINESS

## FYI/DISCUSSION

### Monthly Training- In-kind and ERSEA

Kim explained the rules and procedures we must follow for in-kind collection and determining eligibility and enrolling families into the program. The program must match twenty percent of our grant in volunteer services or donations. This means, for our program, over 500 thousand dollars must be collected. This year we have a waiver due to the pandemic, but typically volunteers at centers and with policy council count toward this match. The only donations that are allowable are items that we would typically buy for the operation of the program.

Kim explained the eligibility requirements and the process for accepting children from the time the application is first submitted to selection and enrollment of the family determined to be most eligible. Eligibility is determined by a point system or by categorical eligibility. Once the status of an applicant has been determined, the application and criteria used to make the determination must be reviewed and confirmed by two other staff members. Any over income children are enrolled only if there are no eligible children on the list. Policies are in place for consequences for submitting false information to enter the program.

### Results from the Focus Two Monitoring

Kim discussed the summary we received pertaining to the Focus Area Two Review. There was no finding or need for corrective action in any of the areas monitored during this review. Everything was in compliance and Kim thanked the individuals who assisted during this review.

### Conflict of Interest Form

One suggestion that came up during the Program Governance Training in February, was to have all Policy Council members sign a conflict-of-interest form. These forms were provided in the mailed-out packet and members were asked to sign and return them as soon as possible. Nicole will send the forms out again to those who need it. Darla Sutton asked what to fill in if there are no known conflicts of interest and Kim advised to write N/A on that area.

### Program Leadership

The Program Governance Training also introduced a Venn Circle diagram of the roles and responsibilities of the different management systems within the program. Kim converted this information into a chart and shared with the group. The chart gives a clear view of what is the responsibility of the Policy Council, the Board and the Management team.

### Self-Assessment

Kim stated we are conducting our annual Self-Assessment this month and will be gathering and reviewing data to determine strengths and weaknesses that should be addressed for the upcoming year. She encouraged the policy council to participate in this assessment and to let her know if they are interested.

### Action Planning Tool

There is a new tool we will begin using at the beginning of our next grant cycle. It is designed to track deadlines and planning for the five-year grant period, from start to finish. We still have one more year before the current grant ends.

## APPROVALS

### Human Resource Policy Updates

Motion: Darla Sutton                      Second: Claudia Jefferson                      pending phone poll

### Family Service Policy Updates

Motion: Darla Sutton                      Second: Donna Carnley                      pending phone poll

### Education Policy Updates

Motion: Claudia Jefferson                      Second: Darla Sutton                      pending phone poll

### School Calendars

Motion: Donna Carnley                      Second: Claudia Jefferson                      pending phone poll

New Hires- Wanda Myers for Westville Center Assistant and Madison Kersey for Westville Floater. Donna Carnley asked if when parents are hired if they are required to get the same training and Kim advised that they have to do the 45 hours as well as the 15 in-service hours each year.

Motion: Darla Sutton

Second: Donna Carnley

pending phone poll

#### ANNOUNCEMENTS

The next policy council meeting will be held on May 2, 2022.

#### ADJOURNMENT

Meeting was adjourned at 1:01pm.

As recorded by Nicole Thomas

4/4/22

**\*\*phone poll results\*\***

On April 4, 2022, two additional members of the Policy Council, Katie Sasser and Elizabeth Fletcher were contacted by phone for approval of items listed on this month's agenda as well as the minutes from March and the fund requests for Westville, CEEC, and EHS. Both members gave approval for all above mentioned items. All motions carried.

*Claudia Jefferson*  
Claudia Jefferson (May 5, 2022 07:45 EDT)

SECRETARY

May 5, 2022

DATE

# April 2022 Polciy Council Minutes

Final Audit Report

2022-05-05

Created:	2022-05-04
By:	Kim Gillis (kim@tricityheadstart.com)
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