



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
ZOOM MEETING MINUTES
Administration Office – Ullin, IL
April 21, 2021**



Call to Order

Artie McBride called the meeting to order at 9:05 a.m.

Members Present

Candace Armstrong, Treasurer, Johnson Co. CR
Artie McBride, Vice Chairperson, Alexander Co. CR
Angel Scott, Massac Co. PR
Rhonda Keibler, Pulaski Co. PA
Jennifer Warren, Secretary, Hardin Co. CR

Staff Present

Rhonda Andrews-Ray, Executive Director
Emily Boyd, Human Resources Administrator
J.P. Champion, Financial Administrator
Sharity Gaddis, ERSEA Specialist
Robyn Mize, Administrative Secretary
Karen Moss, Professional Development Specialist
Jennifer Parks, Early Childhood Administrator

Roll Call

Roll call was taken by Robyn Mize. A quorum was declared present.

Approval of Minutes

The minutes from the March 24, 2021 Policy Council meeting was included in the Policy Council packet emailed prior to the meeting. Candace Armstrong made a motion to approve the minutes from March 24, 2021. Angel Scott seconded. All in favor. Motion carried.

Unfinished Business

Updates on the No Child Hungry Grant & In-Kind Waiver: Jennifer Parks gave an update on the status of the submission of the No Child Hungry Grant application and In-Kind Waiver.

New Business

Complaint Process: Emily Boyd reviewed the Complaint Process which was included in the Policy Council packet emailed prior to the meeting. Emily stated that the Complaint Process is required to have Policy Council approval each year. A change to the Complaint Process is as follows: Added "and/or written" after "complaint verbally". Candace Armstrong made a motion to approve the Complaint Process. Rhonda Keibler seconded. All in favor. Motion carried.

Head Start Standards of Conduct: Emily Boyd reviewed the Head Start Standards of Conduct which was included in the Policy Council packet emailed prior to the meeting. Emily stated that the Head Start Standards of Conduct is required to have Policy Council approval each year. Angel Scott made a motion to approve the Head Start Standards of Conduct. Rhonda Keibler seconded. All in favor. Motion carried.

New Building for Anna Early Learning Center: Jennifer Parks reviewed the new building details for Anna Early Learning Center. Jennifer stated that pending both parties agreement, a motion is required to sign a lease agreement with the new building owners. Angel Scott made a motion to approve the signing of the lease agreement, pending both parties agree, for the new building for Anna Early Learning Center. Candace Armstrong seconded. All in favor. Motion carried.

New Building for Pope Co. Health Dept./Hardin & Pope Early Head Start: Jennifer Parks reviewed the new building details for Pope Co. Health Dept. and Hardin/Pope Early Head Start. Jennifer stated that a motion is required to sign a lease agreement with the new building owners. Candace Armstrong made a motion to approve the signing of the lease agreement for the new building for Pope Co. Health Dept. and Hardin/Pope Early Head Start. Angel Scott seconded. All in favor. Motion carried.

Metropolis Early Learning Center: Jennifer Parks shared information regarding the annual DCFS Review at Metropolis.

Reports

Personnel Report: Emily Boyd reviewed the Personnel Report which was included in the Policy Council packet emailed prior to the meeting. For the month of April, Southern Seven had one new employee, one termination, and 11 other personnel changes. There are no individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report: a Networks Systems Assistant at the Administration Office; an Office Associate/Translator at Anna; two EHS Teachers and an EHS Program Assistant at Cairo; a Home Based Teacher/Parent Coordinator (waiting for fingerprints) at Metropolis; an EHS Program Assistant (waiting for fingerprints) at Mounds; a Teacher Aide & a Program Assistant at Pope; and a Custodian/Program Assistant at Vienna. Angel Scott made a motion to approve the Personnel Report. Rhonda Keibler seconded. All in favor. Motion carried.

Affirmative Action Plan: Emily Boyd shared and reviewed the Affirmative Action Plan. Emily stated that the Affirmative Action Plan is required to have Policy Council approval each year. Angel Scott made a motion to approve the Affirmative Action Plan. Jennifer Warren seconded. All in favor. Motion carried.

Health Insurance Renewal: Emily Boyd gave an update regarding the Health Insurance Renewal. Emily stated that more information will be shared at the next meeting.

Per-Diem Increases: Emily Boyd shared and reviewed the US Standard Per-Diem Increases for the agency. Angel Scott made a motion to approve the US Standard Per-Diem Increases. Artie McBride seconded. All in favor. Motion carried.

Financial Report: J.P. reviewed the February Financial Reports which was included in the Policy Council packet emailed prior to the meeting. The Budget Comparison Reports are from January 1, 2021 through February 28, 2021. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2020 through February 28, 2021. The Credit Card reports lists the following cards: First National Bank of Omaha; Wal-Mart; Lowes; Sam's Club; and Kroger. The Non-Federal Share (In-Kind) Report was presented. Candace Armstrong made a motion to approve the February Financial Reports. Jennifer Warren seconded. All in favor. Motion carried.

Enrollment Report: Sharity Gaddis shared and reviewed the Enrollment Report as of April 20, 2021. Angel Scott made a motion to approve the Enrollment Report. Candace Armstrong seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Report for March. Candace Armstrong made a motion to approve the March Attendance Report. Angel Scott seconded. All in favor. Motion carried.

Recruitment Update: Sharity Gaddis shared a recruitment update.

Professional Development Service Area: Karen Moss shared highlights of the Professional Development Service Area.

Center Updates: *Dona Middleton was not in attendance so Jennifer Parks gave the Center and Community Assessment Updates.* Jennifer Parks shared a PowerPoint presentation of the activities the sites have been participating in.

Community Assessment Updates: Jennifer Parks shared and reviewed a Survey Monkey Questionnaire regarding identifying community strengths and needs for the southern seven counties which will be included in the Community Assessment.

COVID Updates: Rhonda Ray shared updates regarding health rate outcomes, health factors, and COVID.

Questions/Concerns/Comments

None

Next ZOOM Meeting Date

Jennifer Parks stated that the next scheduled Policy Council ZOOM Meeting is on May 19th, 2021.

Adjournment

Candace Armstrong made a motion to adjourn. Angel Scott seconded. All in favor. Motion carried. Meeting adjourned at 10:30 a.m.

Policy Council Chairperson