



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
ZOOM MEETING MINUTES
Administrative Office – Ullin, IL
July 20, 2022**



Call to Order

Due to Kendra Cook, Chairperson's absence, Artie McBride, Vice Chairperson called the meeting to order at 9:05 a.m.

Members Present

Candance Armstrong, Treasurer, Johnson Co. CR
Sharon Burris, Board of Health Crossover Rep.
Leslie Cornelious-Weldon, Pulaski Co. CR
DeAnna Davis, Pulaski Co. PR
Felicia Johnson, Massac Co. PR
Artie McBride, Chairperson, Alexander Co. CR

Staff Present

Rhonda Andrews-Ray, Executive Director
Emily Boyd, Human Resources Administrator
Sharity Gaddis, ERSEA Specialist
Dona Middleton, Early Childhood Director
Robyn Mize, Administrative Secretary

Roll Call

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

Approval of Minutes

The minutes from the June 15, 2022 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 June 15, 2022. Felicia Johnson seconded. All in favor. Motion carried.

Unfinished Business

Jennifer Parks was not in attendance so Dona Middleton gave the Unfinished Business Report.

Recruitment of Community Representatives: Dona Middleton gave an update on the two Community Representative Vacancies for Hardin and Union Counties.

Teacher Credential Waiver: Dona Middleton stated that the Teacher Credential Waiver has been submitted and awaiting response.

Program Information Report (PIR): Dona Middleton stated that the PIR data is still being collected. The PIR is due each year on August 31st. The information collected will be shared with the Policy Council after it is complete.

New Business

Jennifer Parks was not in attendance so Dona Middleton gave the New Business Report.

Grant Updates: Dona Middleton shared information regarding the COLA & Quality Improvement Grant, Reduction Grant, and Renovation Grant.

Self-Assessment Updates: Dona Middleton shared information regarding the Self-Assessment Process. Dona stated that Jennifer would like to meet with the Policy Council Members who volunteered to serve on the committees, which were made up of the different service areas, to discuss the questions assigned.

Food Bids: Dona Middleton shared information regarding the food bids.

2022-2023 Program Options: Dona Middleton stated that the program options are still being discussed.

2022-2023 School Calendar: Dona Middleton shared and reviewed the 2022-2023 School Calendar. Leslie Cornelious-Weldon made a motion to approve the 2022-2023 School Calendar. Artie McBride seconded. All in favor. Motion carried.

Reports

Personnel Report: Emily Boyd shared and reviewed the Personnel Report. For the month of July, Southern Seven had one new employee, six terminations, and 22 personnel changes. There are seven individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administrative Office – a Health & Nutrition Specialist & two Education Specialists;
- Cairo Head Start – a Cook (waiting for fingerprints);
- Metropolis Head Start – a Floating Head Start Teacher & an Early Head Start Teacher;
- Mounds Head Start – an Office Associate;
- Pope Co. Early Learning Center – a Head Start Teacher;
- Vienna Early Learning Center – an EHS Teacher, a Program Assistant (waiting for fingerprints), & two Teacher Aides (one is waiting for fingerprints);
- Alexander/Pulaski, Massac, & Union Counties – Substitute Teacher positions.

Leslie Cornelious-Weldon made a motion to approve the July Personnel Report. Candance Armstrong seconded. All in favor. Motion carried.

Wage Comparability Study: Emily Boyd stated that this will be tabled.

Financial Report: *Sarah Goddard was not in attendance so Dona Middleton gave the Financial Report.*

Dona Middleton shared and reviewed the May Financial Reports. The Budget Comparison Reports are from January 1, 2022 through May 31, 2022. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2021 through May 31, 2022. 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. Leslie Cornelious-Weldon made a motion to approve the May Financial Reports. Felicia Johnson seconded. All in favor. Motion carried.

Enrollment Report: Sharity Gaddis shared and reviewed the Enrollment Report as of July 19, 2022. Candace Armstrong made a motion to approve the Enrollment Report. Artie McBride seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Report for May. DeAnna Davis made a motion to approve the May Attendance Report. Artie McBride seconded. All in favor. Motion carried.

2022-2023 Recruitment Update: Sharity Gaddis gave an update on the 2022-2023 Recruitment.

Center Updates: Dona Middleton shared a PowerPoint presentation of the activities the sites have been participating in.

Community Assessment: Dona Middleton shared and reviewed the purpose of the Community Assessment.

Questions/Concerns/Comments

None

Next Meeting Date via ZOOM

Dona Middleton stated that the next Policy Council Meeting is scheduled for September 21st, 2022.

Adjournment

Leslie Cornelious-Weldon made a motion to adjourn. Artie McBride seconded. All in favor. Motion carried. Meeting adjourned at 10:00 a.m.

Policy Council Chairperson