



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
ZOOM MEETING MINUTES
Administrative Office – Ullin, IL
February 15, 2023**



Call to Order

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

Members Present

Susan Armstrong, Hardin Co. CR
Sharon Burris, Board of Health Crossover Rep.
Shirley Cook, Alexander Co. PR
Deanna Davis, Treasurer, Pulaski Co. PR
Chelsi Diles, Johnson Co. CR
Serina Goff, Vice Chairperson, Home Based PR
Kathy Hutcherson, Massac Co. CR
Artie McBride, Chairperson, Alexander Co. CR
Jesse Myers, Secretary, Union Co. PR
Kevin Westall, Union Co. CR

Staff Present

Emily Boyd, Human Resources Administrator
Sharity Gaddis, ERSEA Specialist
Sarah Goddard, Financial Administrator
Dona Middleton, Early Childhood Director
Robyn Mize, Administrative Secretary
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 November 17, 2022 and January 21, 2023 Policy Council Meetings were included in the Policy Council Packet emailed prior to the meeting. Jesse Myers made a motion to approve the minutes from November 17, 2022 and January 21, 2023. Kathy Hutcherson seconded. All in favor. Motion carried.

Unfinished Business

Recruitment of Community Representatives: Jennifer Parks gave an update on the two Community Representative Vacancies for Pope and Pulaski Counties.

New Business

Board & Policy Council Training Update: Jennifer Parks reviewed the training topics discussed at the Board of Health & Policy Council Crossover Training on January 21st.

COLA Grant: Jennifer Parks asked for a motion to approve the writing and submission of the COLA Grant. Chelsi Diles made a motion to approve the writing and submission of the COLA Grant. Jesse Myers seconded. All in favor. Motion carried.

Wage Comparison for the Reduction Grant: Jennifer Parks shared and reviewed the wage comparison for the Reduction Grant. This was completed in August, 2022 and compared wages

with other Head Start Programs. Due to the writing of the Reduction Grant, the Office of Head Start recommended another wage comparison be done, comparing Southern Seven wages with the local school district's wages. This will be submitted with the Reduction Grant. Artie McBride made a motion to approve the wage comparison for the Reduction Grant. Shirley Cook seconded. All in favor. Motion carried.

Bus Purchase: Jennifer Parks stated that Southern Seven has two buses that are currently being leased. Since Southern Seven has COVID Funds that have to be spent by the end of March, Southern Seven would like to purchase these buses. Shirley Cook made a motion to approve purchasing the two buses that are currently being leased with COVID Funds. Chelsi Diles seconded. All in favor. Motion carried.

Curriculum for the Home-Based Option: Dona Middleton shared information regarding purchasing a new curriculum entitled "Growing Great Kids" for the Home-Based Program to replace the current curriculum entitled "Partners for a Healthy Baby". This will also be purchased out of the COVID Funds that need to be spent by the end of March. Shirley Cook made a motion to approve the purchasing the curriculum "Growing Great Kids" for the Home-Based Program. Jesse Myers seconded. All in favor. Motion carried.

Recent Information Memorandums & Program Instruction: Jennifer Parks shared and reviewed the ECLKC Website and showed Policy Council Members how to access program instructions and information memorandums.

Reports

Personnel Report: Emily Boyd shared and reviewed the Personnel Report. For the month of February, Southern Seven had two new employees, no terminations, and three 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:

- Administrative Office – a Maintenance Coordinator I;
- Cairo Head Start – a Program Assistant;
- Hardin Co. Early Learning Center – a Head Start Teacher;
- Metropolis Head Start – a Head Start Program Assistant & an Early Head Start Teacher;
- Vienna Early Learning Center – a Early Head Start Teacher, two Teacher Aide's, & a Program Assistant;
- Alexander/Pulaski, Massac, & Union Counties – Substitute Teacher positions;
- Alexander/Pulaski, Hardin, Johnson, & Pope Counties – Substitute Program Assistant positions;
- Alexander/Pulaski, Hardin, Johnson, & Pope Counties – Substitute Cook positions.

Serina Goff made a motion to approve the February Personnel Report. Shirley Cook seconded. All in favor. Motion carried.

Head Start Organizational Chart: Emily Boyd shared and reviewed the organizational chart. Serina Goff made a motion to approve the Head Start Organizational Chart. Kathy Hutcherson seconded. All in favor. Motion carried.

Financial Report: Sarah Goddard shared and reviewed the December Financial Report. The Budget Comparison Report is from January 1, 2022 through December 31, 2022. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2022 through December 31, 2022. The Credit Card report lists the following cards: First National Bank of Omaha; Wal-Mart; Lowes; Sam's Club; and Kroger. The Credit Card statements for the First National Bank of Omaha were included in the Policy Council Packet emailed prior to the meeting. The Non-Federal Share (In-Kind) Report was presented. Deanna Davis made a

motion to approve the December Financial Report. Kathy Hutcherson seconded. All in favor. Motion carried.

Enrollment Report: Sharity Gaddis shared and reviewed the Enrollment Report as of February 9, 2023. Kathy Hutcherson made a motion to approve the Enrollment Report. Shirley Cook seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Reports for November and December. Shirley Cook made a motion to approve the November Attendance Report. Serina Goff seconded. All in favor. Motion carried. Shirley Cook made a motion to approve the December Attendance Report. Deanna Davis seconded. All in favor. Motion carried.

Recruitment Plan: Sharity Gaddis shared and reviewed the 2023 - 2024 Recruitment Plan. Chelsi Diles made a motion to approve the 2023 - 2024 Recruitment Plan. Kathy Hutcherson seconded. All in favor. Motion carried.

Eligibility Training: Sharity Gaddis presented Eligibility Training for the Policy Council.

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

Questions/Concerns/Comments

None

Next Meeting Date via ZOOM

The next Policy Council Meeting is scheduled for March 15, 2023.

Adjournment

Kathy Hutcherson made a motion to adjourn. Shirley Cook seconded. All in favor. Motion carried. Meeting adjourned at 10:50 a.m.

Policy Council Chairperson