



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
ZOOM MEETING MINUTES
Administrative Office – Ullin, IL
July 19, 2023**



Call to Order

Serina Goff called the meeting to order at 9:10 a.m.

Members Present

Nanci Berger, Pope Co. CR
Sharon Burris, Board of Health Crossover Rep.
Shirley Cook, Alexander Co. PR
Willie Dennis, Pulaski Co. PR
Chelsi Diles, Johnson Co. CR
Serina Goff, Vice Chairperson, Home-Based PR
Kathy Hutcherson, Massac Co. CR

Staff Present

Rhonda Andrews-Ray, Executive Director
Emily Boyd, Human Resources Administrator
Sharity Gaddis, ERSEA Specialist
Sarah Goddard, Financial Administrator
Robyn Mize, Administrative Secretary
Jennifer Parks, Early Childhood Administrator

Guest

Maria Watkins

Roll Call

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

Approval of Minutes

The minutes from the June 21, 2023 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Kathy Hutcherson made a motion to approve the minutes from June 21, 2023. Willie Dennis seconded. All in favor. Motion carried.

Unfinished Business

Improper Payment Study: Jennifer Parks gave an update on the Improper Payment Study.

Deficiency and Corrective Action Plan: Jennifer Parks shared and reviewed the revised Corrective Action Plan. Nanci Berger made a motion to approve the revised Corrective Action Plan. Shirley Cook seconded. All in favor. Motion carried.

Grant Updates: Jennifer Parks shared information regarding the Cost of Living (COLA) Grant, the Reduction Grant, and Illinois State Board of Education (ISBE) Prevention Initiative Funds.

Self-Assessment/Program Goals for the New Grant Cycle: Jennifer Parks shared and reviewed the Program Goals for the new grant cycle. Chelsi Diles made a motion to approve the updated Program Goals. Shirley Cook seconded. All in favor. Motion carried.

New Business

2023-2024 School Calendar: Jennifer Parks shared and reviewed the School Calendar for 2023-2024. Willie Dennis made a motion to approve the 2023-2024 School Calendar. Nanci Berger seconded. All in favor. Motion carried.

2023-2024 Program Options: Jennifer Parks shared and reviewed the Program Options for 2023-2024. Chelsi Diles made a motion to approve the 2023-2024 Program Options. Willie Dennis seconded. All in favor. Motion carried.

Program Information Report (PIR): Jennifer Parks shared information regarding the PIR.

Information Memorandums (IM) & Program Instruction: Jennifer Parks shared and reviewed the most recent IM's regarding Fiscal Year 2024 monitoring process for Head Start and Early Head Start Recipients and treatment of rebates, refunds, discounts, and similar cost savings.

Significant Incidents: Jennifer Parks shared and reviewed the Significant Incidents Report. Jennifer stated that no new incidents have happened since March, 2023.

Reports

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

- Administrative Office – Education Specialist & Program Associate;
- Cobden Early Learning Center – Associate Site Supervisor (waiting on fingerprints);
- Dongola Early Learning Center – Bus Monitor & Teacher Aide (waiting on fingerprints);
- Hardin Co. Early Learning Center – Associate Site Supervisor;
- Metropolis Head Start – Teacher Aide, a Head Start Teacher, and an Early Head Start Teacher (waiting on fingerprints);
- Mounds Head Start – two Early Head Start Teachers and a Cook (waiting on fingerprints);
- Pope Early Head Start – three Early Head Start Teachers;
- Vienna Early Learning Center – two Early Head Start Teachers;

Chelsi Diles made a motion to approve the July Personnel Report. Nanci Berger seconded. All in favor. Motion carried.

Financial Report: Sarah Goddard shared and reviewed the May Financial Report. The Budget Comparison Report is from January 1, 2023 through May 31, 2023. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2022 through May 31, 2023. 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. Kathy Hutcherson made a motion to approve the May Financial Report. Chelsi Diles seconded. All in favor. Motion carried.

Budget Committee to Review Budget for the New Grant Cycle: Sarah Goddard asked the Policy Council Members to serve on the Budget Committee to review the budget for the new grant cycle. The Budget Committee will be: Artie McBride, Chairperson; Serina Goff, Vice Chairperson; & Nanci Berger.

Enrollment Report: Sharity Gaddis shared and reviewed the Enrollment Report as of July 18, 2023. Shirley Cook made a motion to approve the Enrollment Report. Willie Dennis seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Report for May. Kathy Hutcherson made a motion to approve the May Attendance Report. Nanci Berger seconded. All in favor. Motion carried.

2023-2024 Recruitment Update: Sharity Gaddis shared and reviewed the 2023-2024 Recruitment Update.

Community Assessment: Dona Middleton shared a PowerPoint Presentation regarding the Community Assessment Matrix.

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

Questions/Concerns/Comments

The Guest, Maria Watkins, addressed the Policy Council: Maria Watkins asked questions regarding the closure of the Cairo Head Start Building and relocation of Cairo Head Start.

Next Meeting Date via ZOOM

The next Policy Council Meeting is scheduled for September 20th, 2023.

Adjournment

Kathy Hutcherson made a motion to adjourn. Shirley Cook seconded. All in favor. Motion carried. Meeting adjourned at 10:40 a.m.

Policy Council Chairperson