



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
HYBRID MEETING MINUTES
Administrative Office – Ullin, IL
July 17, 2024**



Call to Order

Artie McBride, Chairperson, was absent and Nanci Berger, Vice Chairperson, was driving so Jennifer Parks led the meeting.

Jennifer Parks called the meeting to order at 9:06 a.m.

Members Present

Nanci Berger, Vice Chairperson, Pope Co. CR
Sharon Burris, Board of Health Crossover Rep.
Alexandrea Cepeda, Home-Based PR
Kim Clayton, Pulaski Co. CR
Shirley Cook, Alexander Co. PR
Chelsi Diles, Johnson Co. CR

Staff Present

Emily Boyd, Human Resources Administrator
Sharity Gaddis, ERSEA Specialist
Sarah Goddard, Financial Administrator
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 May 15, 2024 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Shirley Cook made a motion to approve the minutes from May 15, 2024. Kim Clayton seconded. All in favor. Motion carried.

Unfinished Business

Self-Assessment: *This has been tabled.*

Information Memorandums (IM) & Program Instruction: Jennifer Parks stated that there is one new IM that has been released: Fiscal Year 2025 Monitoring Process for Head Start/Early Recipients.

Significant Incidents: Jennifer Parks shared and reviewed the Significant Incidents Report. Jennifer reported that there have been no new incidents happened since the last report in May, 2024 (the Policy Council Meeting scheduled for June had no quorum).

New Business

Day Care Update: Jennifer Parks shared an update on staff, children, licensing, and facility improvements at the Building Blocks Day Care.

Focus Area 1 (FA1) Monitoring Review: Jennifer Parks stated that Southern Seven received a notification that a FA1 Review will be scheduled in 2025. Southern Seven will receive more information approximately 45 days prior to the event.

2024-25 School Calendar: Jennifer Parks shared and reviewed the 2024-25 School Calendar. Shirley Cook made a motion to approve the 2024-25 School Calendar. Nanci Berger seconded. All in favor. Motion carried.

2024-25 Program Options (including Pregnant Women): Jennifer Parks shared and reviewed the 2024-25 Program Options. Chelsi Diles made a motion to approve the 2024-25 Program Options. Shirley Cook seconded. All in favor. Motion carried.

Reports

Personnel Report: Emily Boyd shared and reviewed the Personnel Report. For the months of June and July, Southern Seven has 15 new employees, four terminations, and 33 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 – Family Engagement Associate;
- Egyptian – Cook (waiting on fingerprints) & Parent Coordinator;
- Hardin – Associate Site Supervisor;
- Metropolis Head Start – Assistant Site Supervisor & Cook;
- Mounds Head Start – Early Head Start Teacher;
- Pope Early Head Start – Associate Site Supervisor, Early Head Start Teacher, & Parent Coordinator;
- Vienna Early Learning Center – Early Head Start Teacher & Teacher Aide;
- All Seven Counties – Substitute Teacher, Substitute Program Assistant, and Substitute Cook positions.

Chelsi Diles made a motion to approve the Personnel Report. Kim Clayton seconded. All in favor. Motion carried.

Affirmative Action Plan: Emily Boyd shared and reviewed the Affirmative Action Plan. Shirley Cook made a motion to approve the Affirmative Action Plan. Nanci Berger seconded. All in favor. Motion carried.

Standards of Conduct: Emily Boyd shared and reviewed the Standards of Conduct which was included in the Policy Council packet emailed prior to the meeting. Emily stated that the Standards of Conduct were approved during the May Policy Council Meeting but being proactive with the updates coming in the Head Start Performance Standards, a revision was needed. Chelsi Diles made a motion to approve the revised Standards of Conduct. 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, 2024 through May 31, 2024. The Head Start Program Report is a detailed report of the budget comparison. Also included is the Building Blocks Day Care and Prevention Initiative (PI) detailed reports. The USDA report is from October 1, 2023 through May 31, 2024. The Credit Card reports for May 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. Shirley Cook made a motion to approve the May Financial Report. Nanci Berger seconded. All in favor. Motion carried.

Budget Committee: Jennifer Parks asked the Policy Council for volunteers to serve on the Budget Committee. Nanci Berger and Shirley Cook volunteered.

Enrollment Report: Sharity Gaddis shared and reviewed the Enrollment Report as of July 16, 2024. Chelsi Diles 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 February, March, April, and May. Chelsi Diles made a motion to approve the Attendance Reports for February, March, April, and May. Shirley Cook seconded. All in favor. Motion carried.

Recruitment Update: Sharity Gaddis gave an update on recruitment for the 2024-2025 School Year.

Dona Middleton was not in attendance so Jennifer Parks gave the Center Updates.

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

Community Assessment: *This was tabled.*

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

The next Policy Council Meeting has been scheduled for September 18, 2024.

Adjournment

Shirley Cook made a motion to adjourn. Chelsi Diles seconded. All in favor. Motion carried. Meeting adjourned at 10 a.m.

Policy Council Chairperson