



**Southern Seven Head Start/Early Head Start  
POLICY COUNCIL  
HYBRID MEETING MINUTES  
Administrative Office – Ullin, IL  
September 18, 2024**



**Call to Order**

*Artie McBride, Chairperson, was absent so Nanci Berger, Vice Chairperson, led the meeting. Nanci called the meeting to order at 9:04 a.m.*

**Members Present**

Susan Armstrong, Hardin Co. CR  
Nanci Berger, Vice Chairperson, Pope Co. CR  
Sharon Burris, Board of Health Crossover Rep.  
Kim Clayton, Pulaski Co. CR  
Serina Logeman, Massac Co. PR  
Kathy Hutcherson, Massac Co. CR  
Kevin Westall, Union Co. CR

**Staff Present**

Rhonda Andrews-Ray, Executive Director  
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 July 17, 2024 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Kim Clayton made a motion to approve the minutes from July 17, 2024. Kathy Hutcherson seconded. All in favor. Motion carried.

**Unfinished Business**

**Self-Assessment:** Jennifer Parks shared and reviewed the Self-Assessment Improvement Plan & Goals Report. Jennifer stated that the Management Team reviewed the newly revised Performance Standards and implemented them into each service area to include in the Self-Assessment. Kathy Hutcherson made a motion to approve the Self-Assessment Report. Kim Clayton seconded. All in favor. Motion carried.

**Information Memorandums (IM) & Program Instruction:** Jennifer Parks shared and reviewed the new IM that has been released: Final Rule on Supporting the Head Start Workforce & Consistent Quality Programming.

**Significant Incidents:** Jennifer Parks shared and reviewed the Significant Incidents Report. Jennifer state that no new incidents have happened since the last report in July, 2024 (the Policy Council did not have a meeting in August).

## **New Business**

**New Eligibility Rules – Employees added to the Selection Criteria; 30% Housing Cost; Income Definition Revised:** Sharity Gaddis shared and reviewed the 30% Housing Cost, the revised definition of income and the revised 24-25 Selection Criteria adding Southern Seven Employee Parent under the “Parental Status” category. Kevin Westall made a motion to approve the New Eligibility Rules. Kathy Hutcherson seconded. All in favor. Motion carried.

*Nanci Berger, Vice Chairperson, had to leave the meeting so Jennifer Parks took over as moderator.*

**2023-24 Annual Report:** Jennifer Parks shared and reviewed the 2023-24 Annual Report. Kevin Westall made a motion to approve the 2024-25 Program Options. Susan Armstrong seconded. All in favor. Motion carried.

**Program Goals:** Jennifer Parks shared and reviewed the Program Goals. Kathy Hutcherson made a motion to approve the Program Goals. Kim Clayton seconded. All in favor. Motion carried.

**Grant Updates (Baseline & CACFP Grants):** Jennifer Parks shared information regarding the Head Start/Early Head Start Baseline Grant Application for 2025. Kathy Hutcherson made a motion to approve the writing and submission of the Head Start/Early Head Start Baseline Grant Application for 2025. Kevin Westall seconded. All in favor. Motion carried.

Jennifer Parks shared information regarding the CACFP Grant Application. Kevin Westall made a motion to approve the writing and submission of the CACFP Grant Application. Serina Logeman seconded. All in favor. Motion carried.

**Recognition of Policy Council Members:** Jennifer Parks stated that certificates were emailed to all the Policy Council Members in recognition of their service during the past school year.

## **Reports**

**Personnel Report:** Emily Boyd shared and reviewed the Personnel Report. For the months of August and September, Southern Seven has 10 new employees, five terminations, and 22 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 – Family Engagement Associate;
- Dongola – Bus Aide/Program Assistant & two Early Head Start Teachers;
- Egyptian – Parent Coordinator;
- Hardin – Parent Coordinator (share with Pope);
- Metropolis Head Start – Assistant Site Supervisor;
- Mounds Head Start – Head Start Teacher;
- Pope Early Head Start – two Early Head Start Teachers & Parent Coordinator (share with Hardin);
- Vienna Early Learning Center – PI Home-Based Teacher;
- All Seven Counties – Substitute Teacher, Substitute Program Assistant, and Substitute Cook positions.

Kevin Westall made a motion to approve the Personnel Report. Kathy Hutcherson seconded. All in favor. Motion carried.

**Hiring Process:** Emily Boyd shared and reviewed the Hiring Process. Kevin Westall made a motion to approve the Hiring Process. Susan Armstrong seconded. All in favor. Motion carried.

**Job Descriptions:** Emily Boyd shared and reviewed the Job Descriptions. Kathy Hutcherson made a motion to approve the Job Descriptions. Kevin Westall seconded. All in favor. Motion carried.

**Financial Report:** Sarah Goddard shared and reviewed the July Financial Report. The Budget Comparison Report is from January 1, 2024 through July 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 July 31, 2024. The Credit Card reports for June & July 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. Kim Clayton made a motion to approve the July Financial Report. Kevin Westall seconded. All in favor. Motion carried.

**Head Start/Early Head Start Baseline Grant Budget for 2025:** Sarah Goddard shared and reviewed the budget for the Head Start/Early Head Start Baseline Grant. Kevin Westall made a motion to approve the budget for the Head Start/Early Head Start Baseline Grant for 2025. Susan Armstrong seconded. All in favor. Motion carried.

**Enrollment Report:** Sharity Gaddis shared and reviewed the Enrollment Report as of September 17, 2024. Kathy Hutcherson made a motion to approve the Enrollment Report. Kim Clayton seconded. All in favor. Motion carried.

**Attendance Report:** Sharity Gaddis shared and reviewed the Attendance Reports for June and July. July's Home-Based Attendance was tabled. Serina Logeman made a motion to approve the Attendance Reports for June and July. Kevin Westall seconded. All in favor. Motion carried.

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

**Community Assessment Updates:** Dona Middleton reminded the Policy Council that the Community Assessment Survey via SurveyMonkey that was emailed to you is due on Friday, September 20<sup>th</sup>. Dona stated that the results will be used in the Community Assessment Update that will be included with the Baseline Grant. Kevin Westall made a motion to approve the updates for the 2024 Community Assessment. Susan Armstrong seconded. All in favor. Motion carried.

**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 Hybrid**

The next Policy Council Meeting is scheduled for October 16, 2024.

### **Adjournment**

Kevin Westall made a motion to adjourn. Susan Armstrong seconded. All in favor. Motion carried. Meeting adjourned at 10:45 a.m.