



**Southern Seven Head Start/Early Head Start  
POLICY COUNCIL  
HYBRID MEETING MINUTES  
Administrative Office – Ullin, IL  
October 16, 2024**



**Call to Order**

*Artie McBride, Chairperson's term has ended and Nanci Berger, Vice Chairperson, is running late, so Jennifer Parks led the meeting.*

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

**Members Present**

Nanci Berger, Vice Chairperson, Pope Co. CR  
Sharon Burris, Board of Health Crossover Rep.  
Kim Clayton, Pulaski Co. CR  
Tim Collie, Union Co. PR  
Jessica Cullum, Pope Co. PR  
Leilani Hill, Massac Co. PA  
Madison Lewis, Massac Co. PR  
Skyler Lingle, Johnson Co. PA  
Serina Logeman, Massac Co. PR

**Staff Present**

Rhonda Andrews-Ray, Executive Director  
Emily Boyd, Human Resources Administrator  
Sharity Gaddis, ERSEA Specialist  
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 September 18, 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 September 18, 2024. Serina Logeman seconded. All in favor. Motion carried.

**Policy Council Orientation**

Jennifer Parks shared, reviewed and discussed the Orientation Packet that is available on the agency website. Jennifer stated that approved Policy Council Meeting Minutes and the current month's Policy Council Agenda will also be available on the agency website.

**Unfinished Business**

**Grant Updates (Baseline & Reduction Grants):** Jennifer Parks shared an update on the Head Start/Early Head Start Baseline Grant Application for 2025 and the under-enrolled status. Jennifer tabled the Reduction Grant until the November meeting.

**Information Memorandums (IM) & Program Instruction:** Jennifer Parks stated that no new IM's have been released this month.

**Significant Incidents:** Jennifer Parks shared and reviewed the Significant Incidents Report. Jennifer stated that no new incidents have happened since the last report in September, 2024.

## **New Business**

**Administrative Policy Council Plan:** Jennifer Parks shared and reviewed the Administrative Policy Council Plan. Madison Lewis made a motion to approve the Administrative Policy Council Plan. Kim Clayton seconded. All in favor. Motion carried.

**Election of New Officers: Chairperson; Vice Chairperson; Treasurer; & Secretary:** *Due to the request of the members to review the duties of each officer, the election was tabled until the next meeting. Robyn Mize will email the Policy Council the duties of each officer for review. Also discussed was the day and time of the Policy Council. A Survey Monkey will be emailed out to members to vote on a better day and time to meet.*

*Nanci Berger, Vice Chairperson, has joined the meeting so she took over as moderator for Jennifer Parks. Also, Skyler Youngerman & Leilani Hill had to leave the meeting.*

## **Reports**

**Confidentiality Statement:** Emily Boyd shared and reviewed the Confidentiality Statement. Emily stated that this statement is signed annually. Robyn Mize will email the statement to you. Please sign and date it and mail/email it back to Robyn.

**Personnel Report:** Emily Boyd shared and reviewed the Personnel Report. For the month of October, Southern Seven had no new employees, two terminations, and 11 personnel changes. There are four 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, Education Specialist, & Education Coach Coordinator;
- Dongola – Early Head Start Teacher;
- Egyptian – Early Head Start Teacher & Program Assistant;
- Metropolis Head Start – Assistant Site Supervisor & Custodian (waiting for fingerprints);
- Pope Early Head Start – two Early Head Start Teachers;
- Vienna Early Learning Center – EHS Teacher & Program Assistant;
- All Seven Counties – Substitute Teacher, Substitute Program Assistant, and Substitute Cook positions.

Nanci Berger made a motion to approve the Personnel Report. Madison Lewis seconded. All in favor. Motion carried.

**Hiring Bonus Discussion:** Emily Boyd discussed a hiring bonus for teaching staff only to help with obtaining teachers in the Head Start/Early Classrooms.

**Funeral Leave Adjustment:** Emily Boyd shared and reviewed the adjustment made to the Funeral Leave in the Personnel Policy Manual to include Aunt and Uncle as immediate family. Kim Clayton made a motion to approve the Funeral Leave Adjustment. Madison Lewis seconded. All in favor. Motion carried.

**Financial Report:** *Sarah Goddard was not in attendance so Rhonda Ray gave the Financial Report.* Rhonda Ray shared and reviewed the August Financial Report. The Budget Comparison Report is from January 1, 2024 through August 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 August 31, 2024. The Credit Card reports for August 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. Madison Lewis made a motion to approve the August Financial Report. Serina Logeman seconded. All in favor. Motion carried.

**Final Head Start/Early Head Start Baseline Grant Budget for 2025:** *This was tabled.*

**Enrollment Report:** Sharity Gaddis shared and reviewed the Enrollment Report as of October 15, 2024. Kim Clayton made a motion to approve the Enrollment Report. Madison Lewis seconded. All in favor. Motion carried.

Sharity Gaddis shared and reviewed a new Enrollment Report that includes the Day Care and Prevention Initiative (PI) Programs as of October 15, 2024. Madison Lewis made a motion to approve the new Day Care and PI Enrollment Report. Kim Clayton seconded. All in favor. Motion carried.

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

**Attendance Report:** Sharity Gaddis shared and reviewed the Attendance Report for August. Madison Lewis made a motion to approve the August Attendance Report. Kim Clayton seconded. All in favor. Motion carried.

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

**Community Assessment Updates:** *This was tabled.*

**Center Updates:** *Dona Middleton was not in attendance so Jennifer Parks gave the Center Updates.* Jennifer Parks 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 will be announced pending the Survey Monkey Results.

### **Adjournment**

Madison Lewis made a motion to adjourn. Kim Clayton seconded. All in favor. Motion carried. Meeting adjourned at 10:55 a.m.

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Policy Council Chairperson