



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
HYBRID MEETING MINUTES
Administrative Office – Ullin, IL
January 28, 2025**



Call to Order

Nanci Berger, Vice Chairperson, called the meeting to order at 9:01 a.m.

Members Present

Nanci Berger, Vice Chairperson, Pope Co. CR
Sharon Burris, Board of Health Crossover Rep.
Kim Clayton, Pulaski Co. CR
Shirley Cook, Alexander Co. PR
Jessica Cullum, Pope Co. PR
Chelsi Diles, Johnson Co. CR
Kathy Hutcherson, Massac Co. CR
Madison Lewis, Massac Co. PR
Serina Logeman, Massac Co. PR

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 November 26, 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 November 26, 2024. Serina Logeman seconded. All in favor. Motion carried.

Unfinished Business

Conversion Grant/Under Enrollment Plan: Jennifer Parks shared information regarding the Conversion Grant and an update on the Under-Enrollment Plan. Kathy Hutcherson made a motion to approve the writing of the Conversion Grant. Shirley Cook seconded. All in favor. Motion carried.

Program Officer Visit: Jennifer Parks shared information regarding the Program Officer Visit.

Election of New Officers: Chairperson; Vice Chairperson; Treasurer; & Secretary: Jennifer Parks stated that this was tabled at the last meeting. The following members volunteered for these positions:

- Chairperson: Nanci Berger - Kathy Hutcherson made a motion to approve Nanci Berger as the Chairperson. Shirley Cook seconded. All in favor. Motion carried.

- Vice Chairperson: Shirley Cook – Nanci Berger made a motion to approve Shirley Cook as the Vice Chairperson. Kathy Hutcherson seconded. All in favor. Motion carried.
- Treasurer: Serina Logeman – Shirley Cook made a motion to approve Serina Logeman as the Treasurer. Nanci Berger seconded. All in favor. Motion carried.
- Secretary: Jessica Cullum - Shirley Cook made a motion to approve Jessica Cullum as the Secretary. Serina Logeman seconded. All in favor. Motion carried.

New Business

Focus Area 1 (FA1) Review: Jennifer Parks announced that Southern Seven is scheduled for a FA1 Review during the week of February 24th – 28th, 2025. The review is virtual. Jennifer asked the Policy Council for volunteers to attend on Monday, February 24th.

COLA: Jennifer Parks shared information regarding COLA (cost of living increase) for Head Start Employees. Shirley Cook made a motion to approve the COLA. Kathy Hutcherson seconded. All in favor. Motion carried.

Su Casa Migrant Head Start: Jennifer Parks shared information regarding Southern Seven obtaining Su Casa Migrant Head Start in Cobden. Shirley Cook made a motion to approve obtaining Su Casa Migrant Head Start. Chelsi Diles seconded. All in favor. Motion carried.

Information Memorandums (IM) & Program Instruction: Jennifer Parks shared and reviewed the new IM's and PI's that have been released: Tribal Child Care & Development Fund (NA for Southern Seven); & Fiscal Year 2025 Monitoring Process for Head Start Recipients.

Significant Incidents: Jennifer Parks shared and reviewed the Significant Incidents Report. Jennifer stated that we have added the category "Other Items Reported to OHS (Office of Head Start)" to the report. Many things such as illness to staff/children or inclement weather may cause a site to close. These have to be reported to OHS but is not considered a significant incident. Jennifer discussed a significant incident with the Policy Council.

Reports

Personnel Report: Emily Boyd shared and reviewed the Personnel Report. For the month of January, Southern Seven had two new employees, three terminations, and seven personnel changes. There are seven individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administrative Office – Education Coach Coordinator & Program Associate (waiting for fingerprints);
- Building Blocks – Day Care Coordinator & Day Care Teacher;
- Cobden Early Learning Center – Program Assistant;
- Dongola Early Learning Center – Early Head Start Teacher (waiting for fingerprints);
- Egyptian Early Learning Center – Early Head Start Teacher;
- Hardin Co. Early Learning Center – Program Assistant (waiting for fingerprints);
- Metropolis Head Start – Teacher Aide;
- Mounds Head Start – Program Assistant;
- Pope Early Head Start – two Early Head Start Teachers;
- Vienna Early Learning Center – Cook & Program Assistant (waiting for fingerprints);
- All Seven Counties – Substitute Teacher, Substitute Program Assistant, and Substitute Cook positions.

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

Interview Training: Emily Boyd stated that, at the end of this meeting, Interview Training will be offered for anyone interested in participating in Southern Seven interviews.

Financial Report: Sarah Goddard shared and reviewed the October/November Financial Report. The Budget Comparison Report is from January 1, 2024 through November 30, 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, 2024 through November 30, 2024. The Credit Card reports for October & November 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 October/November Financial Report. Jessica Cullum seconded. All in favor. Motion carried.

Enrollment Report: Sharity Gaddis shared and reviewed the Enrollment Report, which includes the Day Care and Prevention Initiative (PI) Programs, as of January 28, 2024. Shirley Cook made a motion to approve the Enrollment Report. Kathy Hutcherson seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Reports for October & November. Kathy Hutcherson made a motion to approve the October & November Attendance Reports. Shirley Cook seconded. All in favor. Motion carried.

2025-2026 Selection Criteria: Sharity Gaddis shared and reviewed the revisions to the 2025-2026 Selection Criteria. Kathy Hutcherson made a motion to approve the 2025-2026 Selection Criteria. Shirley Cook seconded. All in favor. Motion carried.

Health & Nutrition Service Areas: *This has been tabled.*

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

Community Assessment: Dona Middleton shared and reviewed some of the data that we collect for the Community Assessment.

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

The next Policy Council Meeting is scheduled for February 25, 2025.

Adjournment

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

Policy Council Chairperson