



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
HYBRID MEETING MINUTES
Administrative Office – Ullin, IL
March 25, 2025**



Call to Order

Nanci Berger, Chairperson, and Shirley Cook, Vice Chairperson, were not in attendance so Jennifer Parks led the meeting.

Jennifer Parks called the meeting to order at 9:01 a.m.

Members Present

Susan Armstrong, Hardin Co. CR
Sharon Burris, Board of Health Crossover Rep.
Jessica Cullum, Secretary, Pope Co. PR
Abigail Deitz, Johnson Co. PR
Chelsi Diles, Johnson Co. CR
David Gerardi, Pulaski 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 Assistant
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 January 28, 2025 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Chelsi Diles made a motion to approve the minutes from January 28, 2025. Kevin Westall seconded. All in favor. Motion carried.

Unfinished Business

Conversion & Prevention Initiative (PI) Grants: Jennifer Parks gave an update on the Conversion Grant and the Under-Enrollment Plan. Jennifer stated that we will be writing again for the PI Grant.

Program Officer Visit: Jennifer Parks gave an update regarding the Program Officer Visit.

Focus Area 1 (FA1) Review: Jennifer Parks gave an update on the results of the FA1 Review.

COLA Update: Jennifer Parks stated that due to Head Start being flat funded, there will be no COLA increase.

Su Casa Migrant Head Start Update: Jennifer Parks gave an update regarding Southern Seven obtaining Su Casa Migrant Head Start in Cobden.

New Business

Transportation Waiver: Jennifer Parks stated that each year Southern Seven is required to get approval from the Policy Council for the Transportation Waiver which includes the following sites: Egyptian ELC, Dongola ELC and Hardin Co. ELC. Susan Armstrong made a motion to approve the 2025-2026 Transportation Waiver. Kevin Westall seconded. All in favor. Motion carried.

Fishing Day: Jennifer Parks stated that Fishing Day is an event that is held at Shawnee College for all the families at the Head Start Sites.

Information Memorandums (IM) & Program Instruction: Jennifer Parks shared and reviewed the new IM's and PI's that have been released: Promoting Healthy Eating and Nutrition for Head Start Children and Families.

Significant Incidents: Jennifer Parks shared and reviewed the Significant Incidents Report. Jennifer stated that there are no new incidents.

Reports

Personnel Report: Emily Boyd shared and reviewed the Personnel Report. For the month of March, Southern Seven had seven new employees, one termination, and seventeen 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:

- Building Blocks – Assistant Day Care Coordinator;
- Egyptian Early Learning Center – Cook;
- Metropolis Head Start – Teacher Aide;
- Pope Early Head Start – Early Head Start Teacher and Program Assistant;
- Vienna Early Learning Center – Cook, Two Early Head Start Teachers, and a PI Teacher;
- All Seven Counties – Substitute Teacher, Substitute Program Assistant, and Substitute Cook positions.

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

Financial Report: Sarah Goddard shared and reviewed the January Financial Report. The Budget Comparison Report is from January 1, 2025 through January 31, 2025. 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 January 31, 2025. The Credit Card reports for January 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. Kevin Westall made a motion to approve the January Financial Report. Abigail Deitz 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 March 25, 2025. Susan Armstrong made a motion to approve the Enrollment Report. Jessica Cullum seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Report for December. Kevin Westall made a motion to approve the December Attendance Report. Abigail Deitz seconded. All in favor. Motion carried.

2025-2026 Recruitment Plan: Sharity Gaddis shared and reviewed the 2025-2026 Recruitment Plan. Chelsi Diles made a motion to approve the 2025-2026 Recruitment Plan. David Gerardi seconded. All in favor. Motion carried.

Social-Emotional and Disability Service Areas: *Cynthia Trembley was not in attendance so Jennifer Parks gave this report.* Jennifer Parks shared and reviewed the Social-Emotional and Disability Report.

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

Community Assessment: Dona Middleton shared and reviewed the Illinois Unemployment Rates by county for January, 2025.

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

The next Policy Council Meeting is scheduled for April 22, 2025.

Adjournment

Susan Armstrong made a motion to adjourn. Kevin Westall seconded. All in favor. Motion carried. Meeting adjourned at 10:13 a.m.

Policy Council Chairperson