



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
HYBRID MEETING MINUTES
Administrative Office – Ullin, IL
July 29, 2025**



Call to Order

Nanci Berger called the meeting to order at 9:15 a.m.

Members Present

Nanci Berger, Chairperson, Pope Co. CR
Sharon Burris, Board of Health Crossover Rep.
Kim Clayton, Pulaski Co. CR
Chelsi Diles, Johnson Co. CR
Kathy Hutcherson, Massac Co. CR

Staff Present

Sharity Gaddis, ERSEA Specialist
Sarah Goddard, Financial Administrator
Andrea Mayer, Program Associate
Dona Middleton, Early Childhood Director
Jennifer Parks, Early Childhood Administrator
Rebecca Reed, Human Resources Director

Roll Call

Roll call was taken by Jennifer Parks. A quorum was declared present.

Approval of Minutes

The minutes from the June 24, 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 June 24, 2025. Kim Clayton seconded. All in favor. Motion carried.

Unfinished Business

Self-Assessment Update: Jennifer Parks shared information regarding the Self-Assessment. The results of the Self-Assessment will be included with the Continuation Grant that is due on October 1st.

New Business

2025-2026 Continuation Grant: Jennifer Parks shared information regarding the Continuation Grant. Kathy Hutcherson made a motion to approve the writing and submission of the Continuation Grant. Kim Clayton seconded. All in favor. Motion carried.

Conversion Grant & 2025-2026 Program Options: Jennifer Parks stated that the Conversion Grant will be included in the Continuation Grant to be submitted together. In the Conversion Grant Southern Seven will request converting 60 Head Start Slots into 16 Early Head Start Slots. Jennifer asked if the motion to approve be tabled until the numbers are more definite.

Health Procedures: Jennifer Parks shared and reviewed the revisions to the following Health & Safety Procedures: Cleaning the Center and Sending a Child Home for Health Reasons. Nanci Berger made a motion to approve the revised Health & Safety Procedures. Kathy Hutcherson seconded. All in favor. Motion carried.

Illinois DCFS Licensing Standards Update: Jennifer Parks stated that an update to the Illinois DCFS Licensing Standards was released on July 7, 2025.

Information Memorandums (IM) & Program Instruction: Jennifer Parks stated there is no new IM's or PI's.

Significant Incidents: Jennifer Parks shared and reviewed the Significant Incidents Report.

Reports

Personnel Report: Rebecca Reed shared and reviewed the Personnel Report. For the month of July, Southern Seven had four new employees, five terminations, and 12 personnel changes. There are nine individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administration Office – Education Coach and ERSEA Specialist;
- Building Blocks Day Care – Cook and Teachers;
- Egyptian Early Learning Center – Cook and Program Assistant;
- Migrant Head Start – Bus Driver, Cook, Parent Coordinator, Site Supervisor and a Teacher Aide;
- Metropolis Head Start – EHS Teacher;
- Vienna Early Learning Center – Early Head Start Teacher and a PI Teacher;
- All Seven Counties – Substitute Cooks, Substitute Program Assistants and Substitute Teachers positions.

Kathy Hutcherson made a motion to approve the Personnel Report. Kim Clayton 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, 2025 through May 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 May 31, 2025. 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. Kim Clayton made a motion to approve the May Financial Report. Chelsi Diles seconded. All in favor. Motion carried.

Schedule Meeting with the Budget Committee for the Continuation Grant: Jennifer Parks asked the Policy Council for volunteers to serve on the Budget Committee. Nanci Berger and Kathy Hutcherson volunteered. Jennifer stated that she and Sarah will contact the committee to schedule a meeting to review the budget for the Continuation Grant.

Enrollment Report: Sharity Gaddis shared and reviewed the Enrollment Report, which includes the Day Care and Prevention Initiative (PI) Programs, as of July 29, 2025. Nanci Berger made a motion to approve the Enrollment Report. Chelsi Diles seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Report for June. Kathy Hutcherson made a motion to approve the Attendance Report for June. Kim Clayton seconded. All in favor. Motion carried.

Recruitment Update: Sharity Gaddis shared an update on recruitment.

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 states which reported the biggest domestic migration losses between 2014-2024. Illinois was second on the list at 7.4%.

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

The next Policy Council Meeting is scheduled for September 23, 2025.

Adjournment

Nanci Berger made a motion to adjourn. Chelsi Diles seconded. All in favor. Motion carried. Meeting adjourned at 10:00 a.m.

Policy Council Chairperson