



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



Call to Order

Nanci Berger called the meeting to order at 9:05 a.m.

Members Present

Susan Armstrong, Hardin Co. CR
Nanci Berger, Chairperson, Pope Co. CR
Sharon Burris, Board of Health Crossover Rep.
Abigail Deitz, Union Co. PR
Chelsi Diles, Johnson Co. CR
Serina Logeman, Treasurer, Massac Co. PR
Kevin Westall, Union Co. CR

Staff Present

Sharity Gaddis, ERSEA Specialist
Sarah Goddard, Financial Administrator
Dona Middleton, Early Childhood Director
Robyn Mize, Administrative Assistant
Jennifer Parks, Early Childhood Administrator
Rebecca Reed, Human Resources Director

Roll Call

Roll call was taken by Robyn Mize. A quorum was declared present.

Approval of Minutes

The minutes from the September 23, 2025 Policy Council Meetings were included in the Policy Council Packet emailed prior to the meeting. Kevin Westall made a motion to approve the minutes from September 23, 2025. Susan Armstrong seconded. All in favor. Motion carried.

Policy Council Orientation – Jennifer Parks stated that since the members that are present are not new, we will table this orientation until next month.

Unfinished Business

Self-Assessment: Jennifer Parks stated that the Self-Assessment is not complete but she shared and reviewed what has been done so far.

New Business

RAN Review: Jennifer Parks discussed the RAN Review due to the deficiency we received in August which was included on the Significant Incident Report.

Corrective Action Plan: *This has been tabled.*

FA1 Review for Migrant Head Start: Jennifer Parks gave an update on the FA1 Review for Migrant Head Start.

Update of Migrant Head Start's First Season: Jennifer Parks gave an update on the Migrant Head Start's First Season which will end tomorrow, October 29th. Jennifer shared that the Cobden/Migrant Head Start site will be open year around offering the following program options: Head Start, Early Head Start, Prevention Initiative, Day Care, and Migrant/Seasonal Head Start.

Administrative Policy Council Plan: Jennifer Parks shared and reviewed the Administrative Policy Council Plan. Kevin Westall made a motion to approve the Administrative Policy Council Plan. Susan Armstrong seconded. All in favor. Motion carried.

Election of New Officers: *This has been tabled.*

Information Memorandums (IM) & Program Instruction (PI): Jennifer Parks stated there are two new IM/PI. IM: Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs and Fiscal Year 2026 Monitoring Process for Head Start Recipients.

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

Additions: Jennifer Parks shared information regarding the Government Shutdown.

Reports

Confidentiality Statement: Rebecca Reed shared and reviewed the Confidentiality Statement. Rebecca 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: Rebecca Reed shared and reviewed the Personnel Report. For the month of October, Southern Seven had six new employees, four terminations, and 16 personnel changes. There are 10 individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administration Office – Executive Director and ERSEA Specialist;
- Building Blocks Day Care – Teacher;
- Cobden & Migrant Head Start – Bus Driver (waiting for fingerprints), Office Associate, and a Teacher (waiting for fingerprints);
- Egyptian Early Learning Center – Cook (waiting for fingerprints) and Teacher Aide;
- Metropolis Head Start – Assistant Site Supervisor (waiting for fingerprints), EHS Teacher (waiting for fingerprints), Parent Coordinator, Program Assistant (waiting for fingerprints) and Teacher Aide (waiting for fingerprints);
- Vienna Early Learning Center – Teacher Aide;
- All Seven Counties – Substitute Cooks, Substitute Program Assistants and Substitute Teachers positions.

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

Financial Report: Sarah Goddard shared and reviewed the August Financial Report. The Budget Comparison Report is from January 1, 2025 through August 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 August 31, 2025. 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. Kevin Westall made a motion to approve the August Financial Report. Susan Armstrong 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 October 27, 2025. Susan Armstrong made a motion to approve the Enrollment Report. Nanci Berger seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Reports for September. Abigail Deitz made a motion to approve the Attendance Reports for September. Chelsi Diles 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: *This has been tabled.*

Questions/Concerns/Comments

Open Meetings Act: Jennifer Parks discussed the Open Meetings Act rules on Zoom/Hybrid vs. In-Person Meetings. Jennifer asked the Policy Council Members their opinion. Jennifer will ask other Head Start Programs how they are meeting with their Policy Council.

Next Meeting Date via Hybrid

The Policy Council discussed the meeting schedule. The Policy Council decided to keep the current schedule which is the fourth Tuesday of the month. The next Policy Council Meeting is scheduled for November 25, 2025.

Adjournment

Abigail Deitz made a motion to adjourn. Serina Logeman seconded. All in favor. Motion carried. Meeting adjourned at 10:11 a.m.

Policy Council Chairperson