



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



Call to Order

Nanci Berger called the meeting to order at 9:03 a.m.

Members Present

Susan Armstrong, Hardin Co. CR
Nanci Berger, Chairperson, Pope Co. CR
Sharon Burris, Board of Health Crossover Rep.
Kim Clayton, Pulaski Co. CR
Clarissa Johnson, Massac Co. PR
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 October 28, 2025 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Kevin Westall made a motion to approve the minutes from October 28, 2025. Serina Logeman seconded. All in favor. Motion carried.

Policy Council Orientation – Jennifer Parks stated that since there is only one new member present, Policy Council Orientation will be scheduled at another time for all new members.

Unfinished Business

Self-Assessment: Jennifer Parks shared and reviewed the Self-Assessment for 2025. Kevin Westall made a motion to approve the 2025 Self-Assessment. Serina Logeman seconded. All in favor. Motion carried.

Self-Assessment for Migrant Head Start: Dona Middleton shared and reviewed the Migrant Head Start's Self-Assessment. Kevin Westall made a motion to approve the Migrant Head Start's Self-Assessment. Serina Logeman seconded. All in favor. Motion carried.

New Business

RAN Review: Jennifer Parks announced that the RAN Review is scheduled for December 2nd, at 10 a.m. This review is due to the deficiency we received in August which was included on the Significant Incident Report.

Corrective Action Plan: Jennifer Parks shared and reviewed the Corrective Action Plan which is part of the RAN Review. Kevin Westall made a motion to approve the Corrective Action Plan. Serina Logeman seconded. All in favor. Motion carried.

Grant Updates: Jennifer Parks gave an update on the Continuation and Conversion Grants and the Locally Designed Program Options. Jennifer stated that Southern Seven wrote for a Delta Dental Grant and it was awarded. Also, Southern Seven has written for a National Fitness Campaign Grant.

MOU's with School Districts: Jennifer Parks stated that Southern Seven will be sending out the annual Memorandums of Understanding (MOU) to the school districts for the Superintendent's to sign and return.

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

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

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

Reports

Confidentiality Statement: Rebecca Reed reminded the Policy Council to sign the Confidentiality Statement and email it back to Robyn.

Personnel Report: Rebecca Reed shared and reviewed the Personnel Report. For the month of November, Southern Seven had six new employees, three lay off's (Migrant Head Start), and 26 personnel changes. There is 1 individual 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 – Assistant Daycare Coordinator and two Teachers;
- Cobden & Migrant Head Start – Office Associate and a Teacher (waiting for fingerprints);
- Egyptian Early Learning Center – Teacher Aide;
- Metropolis Head Start – Assistant Site Supervisor (waiting for fingerprints), Cook, EHS Teacher (waiting for fingerprints), HS Teacher, and Parent Coordinator;
- Vienna Early Learning Center – Teacher Aide (waiting for fingerprints);
- All Seven Counties – Substitute Cooks, Substitute Program Assistants and Substitute Teachers positions.

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

Financial Report: Sarah Goddard shared and reviewed the September Financial Report. The Budget Comparison Report is from January 1, 2025 through September 30, 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 September 30, 2025. The Credit Card reports for September 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 September Financial Report. Nanci Berger 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 November 25, 2025. Susan Armstrong made a motion to approve the Enrollment Report. Kevin Westall seconded. All in favor. Motion carried.

Attendance Report: *This has been tabled.*

Recruitment Update: Jennifer Parks shared information on Cairo Early Head Start and Cobden & Migrant Head Start.

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 Community Assessment.

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

There will be no meeting in December. The next Policy Council Meeting is scheduled for January 27, 2026.

Adjournment

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

Policy Council Chairperson