



**Southern Seven Health Department/Head Start  
POLICY COUNCIL  
HYBRID MEETING MINUTES  
Administrative Office – Ullin, IL  
March 10, 2026**



**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  
Kathy Hutcherson, Massac Co. CR  
Clarissa Johnson, Massac Co. PR  
Chelsi Ramsey, Johnson Co. CR

**Staff Present**

Sharity Gaddis, ERSEA Specialist  
Sarah Goddard, Fiscal Officer  
Tiffany Meyers, ERSEA Specialist  
Robyn Mize, Administrative Assistant  
Jennifer Parks, Executive Director  
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 November 25, 2025 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Clarissa Johnson made a motion to approve the minutes from November 25, 2025. Kim Clayton seconded. All in favor. Motion carried.

**Unfinished Business**

**RAN Review Update:** Jennifer Parks shared and reviewed the Program Performance Summary Report with the results of the RAN Review. This report states that the previously identified finding(s) have been closed. Jennifer stated that DCFS has closed the finding(s) as well.

**Grant Updates:** Jennifer Parks gave an update on the Continuation and Conversion Grants and the Locally Designed Program Option.

**MOU's with School Districts:** Jennifer Parks stated that Southern Seven has sent out the annual Memorandums of Understanding (MOU) to the school districts. Most of them have been signed and returned.

**Wipfli Training sent to Board & Policy Council Members:** Jennifer Parks stated that this has been sent to Board and Policy Council Members. Many of the members have completed it.

**New Business**

**Election of New Officers:** Jennifer Parks asked the Policy Council if they would like the existing officers to remain in their positions. The Policy Council agreed.

**Organization Chart:** Jennifer Parks shared and reviewed the new Southern Seven Administration Organization Chart. Kathy Hutcherson made a motion to approve the Organization Chart. Clarissa Johnson seconded. All in favor. Motion carried.

**2026-27 Selection Criteria:** Jennifer Parks shared and reviewed the revisions to the Selection Criteria. Susan Armstrong made a motion to approve the 2026-27 Selection Criteria. Nanci Berger seconded. All in favor. Motion carried.

**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. Clarissa Johnson made a motion to approve the 2026-27 Transportation Waiver. Kim Clayton seconded. All in favor. Motion carried.

**COLA Increase:** Jennifer Parks stated that Congress has approved a .6% Cost of Living Adjustment (COLA) for Head Start. After reviewing the budget, it was decided that Southern Seven has funds to give .4% to increase the COLA to 1% for Southern Seven Head Start Staff. Kim Clayton made a motion to write (.6%) and approve (.4%) the 1% COLA Increase. Susan Armstrong seconded. All in favor. Motion carried.

**Recommendation for Hire - Head Start Director:** Rebecca Reed stated that the Head Start Director position was the former Early Childhood Administrator position. The change in the position title was a result of the new Organization Chart that was discussed earlier in the meeting. Rebecca shared information about Robert Fillmore who Southern Seven would like to recommend for hire as the Head Start Director. Kathy Hutcherson made a motion to approve hiring Robert Fillmore as the Head Start Director. Susan Armstrong seconded. All in favor. Motion carried.

**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

**Personnel Report:** Rebecca Reed shared and reviewed the Personnel Report. For the month of March, Southern Seven had nine new employees, 14 terminations, and 50 personnel changes. There are five individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administration Office – Head Start Director (waiting for fingerprints) and Program Associate;
- Building Blocks Day Care – Parent Coordinator, two Program Assistants (one is waiting for fingerprints) and a Teacher;
- Cobden & Migrant Head Start – Program Assistant, Education & Disabilities Coordinator (Migrant), Family Services Coordinator (Migrant) and a Health, Nutrition & Safety Coordinator;
- Metropolis Head Start – two EHS Teachers (one is waiting for fingerprints), Program Assistant (waiting for fingerprints) and a Teacher Aide (waiting for fingerprints);
- All Seven Counties – Substitute Cooks, Substitute Program Assistants and Substitute Teachers positions.

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

**Financial Report:** Sarah Goddard shared and reviewed the 2025 Financial Report. The Budget Comparison Report is from January 1, 2025 through December 31, 2025. The Head Start Program Report is a detailed report of the budget comparison. Also included is the Day Care and Prevention Initiative (PI) detailed reports and the USDA report. The Credit Card reports for October, November and December 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 2025 Financial Report. Susan Armstrong seconded. All in favor. Motion carried.

**Enrollment Report:** Sharity Gaddis shared and reviewed the Enrollment Report as of March 2, 2026. Kathy Hutcherson made a motion to approve the Enrollment Report. Susan Armstrong seconded. All in favor. Motion carried.

**Attendance Report:** Sharity Gaddis shared and reviewed the Attendance Reports for October, November and December, 2025. Chelsi Ramsey made a motion to approve the October, November and December Attendance Reports. Kim Clayton seconded. All in favor. Motion carried.

**2026-27 Recruitment Plan:** Sharity Gaddis shared and reviewed the Recruitment Plan. Nanci Berger made a motion to approve the 2026-27 Recruitment Plan. Kathy Hutcherson seconded. All in favor. Motion carried.

**Center Updates:** *Dona Middleton was not in attendance so the Center Update Report was not given.*

**Community Assessment:** *Dona Middleton was not in attendance so the Community Assessment Report was not given.*

### **Questions/Concerns/Comments**

*None*

### **Next Meeting Date via Hybrid**

The next Policy Council Meeting is scheduled for April 28, 2026.

### **Adjournment**

Susan Armstrong made a motion to adjourn. Kathy Hutcherson seconded. All in favor. Motion carried. Meeting adjourned at 9:50 a.m.

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Policy Council Chairperson