



**Southern Seven Health Department/Head Start
POLICY COUNCIL
HYBRID MEETING MINUTES
Administrative Office – Ullin, IL
April 28, 2026**



Call to Order

Nanci Berger, Chairperson, was not in attendance and the Vice Chairperson position is vacant, so Jennifer Parks led the meeting.

Jennifer Parks called the meeting to order at 9:08 a.m.

Members Present

Susan Armstrong, Hardin Co. CR
Sharon Burris, Board of Health Crossover Rep.
Kathy Hutcherson, Massac Co. CR
Serina Logeman, Treasurer, Massac Co. PR
Chelsi Ramsey (Diles), Johnson Co. CR
Kevin Westall, Union Co. CR

Staff Present

Sarah Goddard, Fiscal Officer
Tiffany Meyers, ERSEA Specialist
Dona Middleton, Early Childhood Director
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 March 10, 2026 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Kathy Hutcherson made a motion to approve the minutes from March 10, 2026. Chelsi Ramsey seconded. All in favor. Motion carried.

Unfinished Business

Withdrawal of Recommendation for Hire - Head Start Director: Jennifer Parks stated that after the last Policy Council Meeting, some concerning information was discovered regarding Robert Fillmore, who was the person recommended for the Head Start Director position. After the information was discussed with the Board of Health, it was decided to withdrawal the recommendation for hire for Robert Fillmore. The position has been reposted and interviews will be conducted in May.

Grant Updates: Jennifer Parks gave an update on the Conversion, COLA, Prevention Initiative, and Migrant Grants. Jennifer shared information about the Pizza Garden Grant that was written for and has been awarded.

New Business

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 April, Southern Seven had five new employees, three terminations, and five personnel changes. There are two 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;
- Building Blocks Day Care – Program Assistant and a Teacher;
- Cobden & Migrant Head Start – EHS Teacher, Program Assistant, Education & Disabilities Coordinator (Migrant), Family Services Coordinator (Migrant) and a Health, Nutrition & Safety Coordinator;
- Hardin Co. Early Learning Center – Lead Teacher Supervisor/Parent Coordinator;
- Metropolis Head Start – three EHS Teachers (two are waiting for fingerprints), and a Teacher Aide;
- 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.

Complaint Process: Rebecca Reed reviewed the Complaint Process which was included in the Policy Council packet emailed prior to the meeting. Rebecca stated that the Complaint Process is required to have Policy Council approval each year. Susan Armstrong made a motion to approve the Complaint Process. Kathy Hutcherson seconded. All in favor. Motion carried.

Standards of Conduct: Rebecca Reed reviewed the Standards of Conduct which was included in the Policy Council packet emailed prior to the meeting. Rebecca stated that the Standards of Conduct is required to have Policy Council approval each year. Chelsi Ramsey made a motion to approve the Standards of Conduct. Susan Armstrong seconded. All in favor. Motion carried.

Financial Report: Sarah Goddard shared and reviewed the Financial Report. The Budget Comparison Report is from January 1, 2026 through February 28, 2026. 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 January and February 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 Financial Report. Kathy Hutcherson seconded. All in favor. Motion carried.

Enrollment Report: Tiffany Meyers shared and reviewed the Enrollment Report as of April 27, 2026. Kevin Westall made a motion to approve the Enrollment Report. Serina Logeman seconded. All in favor. Motion carried.

Attendance Report: Tiffany Meyers shared and reviewed the Attendance Reports for January, February, and March, 2026. Kathy Hutcherson made a motion to approve the January, February, and March Attendance Reports. Kevin Westall seconded. All in favor. Motion carried.

Recruitment Plan Update: Tiffany Meyers gave an update on recruitment efforts for the 2026-27 School Year.

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. The state of Illinois was consistently in the top five during those years.

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

The next Policy Council Meeting is scheduled for May 26, 2026.

Adjournment

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

Policy Council Chairperson