



**Southern Seven Health Department/Head Start
POLICY COUNCIL
HYBRID MEETING MINUTES
Administrative Office – Ullin, IL
May 26, 2026**



Call to Order

Nanci Berger, Chairperson, did not have a good signal on Zoom and the Vice Chairperson position is vacant, so Jennifer Parks led the meeting.
Jennifer Parks called the meeting to order at 9:10 a.m.

Members Present

Susan Armstrong, Hardin Co. CR
Nanci Berger, Chairperson, Pope Co. CR
Kim Clayton, Pulaski Co. CR
Clarissa Johnson, Massac Co. PR

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 April 28, 2026 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 April 28, 2026. Susan Armstrong seconded. All in favor. Motion carried.

Unfinished Business

Grant Updates: Jennifer Parks gave an update on the Conversion, COLA, Prevention Initiative, and Grandparent Grants.

Migrant & Seasonal Head Start Update: Dona Middleton gave an update on Migrant Head Start.

New Business

2026-27 School Calendar: Jennifer Parks shared and reviewed the 2026-27 School Calendar. Susan Armstrong made a motion to approve the 2026-27 School Calendar. Kim Clayton seconded. All in favor. Motion carried.

Self-Assessment (Staff Surveys): Jennifer Parks gave an update on the staff surveys part of the Self-Assessment.

Information Memorandums (IM) & Program Instruction (PI): Jennifer Parks stated there are no new IM's or PI's. Jennifer stated that the Head Start Performance Standards are in the process of being updated.

Significant Incidents: Jennifer Parks stated there are no new incidents to report.

Reports

Personnel Report: Rebecca Reed shared and reviewed the Personnel Report. For the month of May, Southern Seven had four new employees, three terminations, and eight personnel changes. There is one individual 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 – Program Assistant and a Family Services 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;
- Vienna Early Learning Center – EHS Teacher;
- All Seven Counties – Substitute Cooks, Substitute Program Assistants and Substitute Teachers positions.

Clarissa Johnson made a motion to approve the Personnel Report. 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 March 31, 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 March 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. Nanci Berger made a motion to approve the Financial Report. Kim Clayton seconded. All in favor. Motion carried.

Attendance Report: Tiffany Meyers shared and reviewed the Attendance Report for April, 2026.

Enrollment Report: Tiffany Meyers shared and reviewed the Enrollment Report as of May 5, 2026. Susan Armstrong made a motion to approve the Attendance & Enrollment Reports. Nanci Berger 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 asked the Policy Council if they would like to help collect data for the Community Assessment, please let her know.

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

The next Policy Council Meeting is scheduled for June 23, 2026.

Adjournment

Clarissa Johnson made a motion to adjourn. Kim Clayton seconded. All in favor. Motion carried. Meeting adjourned at 9:35 a.m.

Policy Council Chairperson