



**Southern Seven Health Department/Head Start  
POLICY COUNCIL  
HYBRID MEETING MINUTES  
Administrative Office – Ullin, IL  
June 30, 2026**



**Call to Order**

Nanci Berger, Chairperson, called the meeting to order at 9:14 a.m.

**Members Present**

Nanci Berger, Chairperson, Pope Co. CR  
Kim Clayton, Pulaski Co. CR  
Kathy Hutcherson, Massac Co. CR  
Clarissa Johnson, Massac Co. PR  
Dasia Swansey, Pulaski Co. PR  
Kevin Westall, Union Co. CR

**Staff Present**

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 May 26, 2026 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 May 26, 2026. Kathy Hutcherson seconded. All in favor. Motion carried.

**Unfinished Business**

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

**New Business**

**Bank Resolution for Updating Parent Group Accounts:** Jennifer Parks requested approval for a bank resolution to update names on the Parent Group Accounts. Nanci Berger made a motion to approve a bank resolution to update names on the Parent Group Accounts. Kevin Westall seconded. All in favor. Motion carried.

**Self-Assessment:** Jennifer Parks gave an update on the Self-Assessment process.

**Wage Comparability Study:** Rebecca Reed gave an update on the Wage Comparability Study.

**Information Memorandums (IM) & Program Instruction (PI):** Jennifer Parks stated there are no new IM's or PI's. The 1% COLA Increase will be given to Head Start Employees in August.

**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 June, Southern Seven had four new employees, one termination, and five personnel changes. Rebecca stated that one of the four new employees have been terminated. 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 and Social Services Specialist;
- Building Blocks Day Care – Program Assistant and a Teacher (waiting for fingerprints);
- Cobden & Migrant Head Start – Program Assistant;
- Egyptian Early Learning Center – EHS Teacher and a Program Assistant;
- Hardin Co. Early Learning Center – HS Teacher and a Teacher Aide;
- Metropolis Head Start – EHS Teacher (waiting for fingerprints), Teacher Aide, and a Program Assistant;
- Mounds Head Start – Program Assistant and a Teacher Aide;
- Pope Early Head Start – EHS Teacher;
- Vienna Early Learning Center – two EHS Teachers (one waiting for fingerprints);
- All Seven Counties – Substitute Cooks, Program Assistants and Teacher positions.

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

**Financial Report:** *Sarah Goddard was not in attendance so Jennifer Parks gave the Financial Report.* Jennifer Parks shared and reviewed the Financial Report. The Early Childhood Budget Comparison Report is from January 1, 2026 through April 30, 2026. The Early Childhood Division Report is a detailed report of the budget comparison. The USDA Report was presented. The Credit Card reports for April 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. Nanci Berger seconded. All in favor. Motion carried.

**Enrollment Report:** Tiffany Meyers shared and reviewed the Enrollment Report as of June 17, 2026. Kathy Hutcherson made a motion to approve the Enrollment Report. Nanci Berger seconded. All in favor. Motion carried.

**Attendance Report:** Tiffany Meyers shared and reviewed the Attendance Report for May, 2026. Kevin Westall made a motion to approve the Attendance Report. Kathy Hutcherson 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 children in foster care as of May 31, 2026.

## **Questions/Concerns/Comments**

*None*

## **Next Meeting Date via Hybrid**

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

**Adjournment**

Kevin Westall made a motion to adjourn. Kathy Hutcherson seconded. All in favor. Motion carried. Meeting adjourned at 9:48 a.m.

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Policy Council Chairperson