



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



Call to Order

Nanci Berger, Chairperson, called the meeting to order at 2:32 p.m.

Members Present

Nanci Berger, Chairperson, Pope Co. CR
Harry Brockus, Board of Health Crossover Rep.
Kathy Hutcherson, Massac Co. CR
Clarissa Johnson, Massac Co. PR
Serina Logeman, Treasurer, Massac Co. PR
Chelsi Diles Ramsey, Johnson Co. CR

Staff Present

Tiffany Meyers, ERSEA Specialist
Dona Middleton, Early Childhood Director
Lily Moore, Program Associate
Jennifer Parks, Executive Director
Rebecca Reed, Human Resources Director

Roll Call

Roll call was taken by Jennifer Parks. A quorum was declared present.

Approval of Minutes

The minutes from the June 30, 2026 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Chelsi Diles Ramsey made a motion to approve the minutes from June 30, 2026. Kathy Hutcherson seconded. All in favor. Motion carried.

Introduction of New BOH/PC Crossover Member

Jennifer Parks stated that due to health reasons, Sharon Burris had to resign as the BOH/PC Crossover Member. Jennifer introduced Harry Brockus as the new BOH/PC Crossover Member.

Unfinished Business

Grant Updates: Jennifer Parks gave an update on the Conversion and Nutrition Grants.

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

New Business

2026-27 Continuation Grant: Jennifer Parks shared information regarding the Continuation Grant. Clarissa Johnson made a motion to approve the writing and submission of the 2026-27 Continuation Grant. Harry Brockus seconded. All in favor. Motion carried.

Non-Federal Share (NFS) Waiver for the Nutrition Grant: Jennifer Parks shared information regarding the NFS Waiver for the Nutrition Grant. Nanci Berger made a motion to approve the Non-Federal Share (NFS) Waiver for the Nutrition Grant. Serina Logeman seconded. All in favor. Motion carried.

Wage Comparability Study: Jennifer Parks shared and reviewed the Wage Comparability Study. Clarissa Johnson made a motion to approve the Wage Comparability Study. Chelsi Diles Ramsey seconded. All in favor. Motion carried.

Recommendation for Hire – Head Start Director: Jennifer Parks announced that Southern Seven is recommending Rebecca Reed for the Head Start Director position. Clarissa Johnson made a motion to approve Rebecca Reed as the Head Start Director. Chelsi Diles Ramsey 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 stated there was one new incident (staff person) to report.

Reports

Personnel Report: Rebecca Reed shared and reviewed the Personnel Report. For the month of July, Southern Seven had three new employees, two terminations, and six personnel changes. There are four 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 Social Services Specialist (waiting for fingerprints);
- Building Blocks Day Care – Teacher;
- Cobden & Migrant Head Start – Program Assistant;
- Egyptian Early Learning Center – Program Assistant (waiting for fingerprints);
- Hardin Co. Early Learning Center – Teacher Aide;
- Metropolis Head Start – EHS Teacher, two Program Assistants (waiting for fingerprints) and a Teacher Aide;
- Mounds Head Start – Program Assistant and a Teacher Aide;
- Pope Early Head Start – EHS Teacher;
- Vienna Early Learning Center – two EHS Teachers (waiting for fingerprints) and a Teacher Aide;
- All Seven Counties – Substitute Cooks, Program Assistants and Teacher positions.

Chelsi Diles Ramsey made a motion to approve the Personnel Report. Nanci Berger seconded. All in favor. Motion carried.

Financial Report: Sarah Goodard shared and reviewed the Financial Report. The Early Childhood Budget Comparison Report is from January 1, 2026 through May 31, 2026. The Early Childhood Division Report is a detailed report of the budget comparison. The USDA Report was presented. The Credit Card reports for May 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. Kathy Hutcherson made a motion to approve the Financial Report. Chelsi Diles Ramsey seconded. All in favor. Motion carried.

Schedule Meeting with the Budget Committee for the Continuation Grant: Jennifer Parks asked the Policy Council for volunteers to serve on the Budget Committee. Nanci Berger volunteered. Jennifer stated that she and Sarah will contact the committee to schedule a meeting to review the budget for the Continuation Grant.

Enrollment Report: Tiffany Meyers shared and reviewed the Enrollment Report as of July 15, 2026. Chelsi Diles Ramsey made a motion to approve the Enrollment Report. Clarissa Johnson seconded. All in favor. Motion carried.

Attendance Report: Tiffany Meyers shared and reviewed the Attendance Report for June, 2026. Nanci Berger 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: *This has been tabled.*

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

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

Adjournment

Nanci Berger made a motion to adjourn. Clarissa Johnson seconded. All in favor. Motion carried. Meeting adjourned at 3:03 p.m.

Policy Council Chairperson