

TRI-COUNTY COMMUNITY COUNCIL, INC.  
HEAD START/EARLY HEAD START  
2499 CYPRESS STREET  
WESTVILLE, FL. 32464

POLICY COUNCIL MEETING

January 3, 2011

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Myron Hudson	Crystal Eades	Barbara Lawniczak	Cynthia Brown
Sheron McLaney	Benjamin Anderson	Dorothy McClendon	Kathy Shull
Crystal Cooper	Connie Peacock	Kim Gillis	Kathy Johnson
Stacey Redmon		Kay Whitenight	Ruth Kelley
Kenya Jackson-Fuentes			

The meeting was called to order at 6:10 P.M. by the Policy Council Vice Chairperson, Crystal Cooper, who presided during the absence of the Chairperson, Crystal Eades.

Roll call was taken by the Director's Assistant, Kay Whitenight, in lieu of the Policy Council Secretary, Connie Peacock, who was absent. A quorum was established with five present members and three members absent.

Crystal asked for the approval of the minutes for the meeting of November 8, 2010. Myron Hudson made the motion for the approval of the minutes, and Sheron McLaney seconded the motion. The group voted their approval of the minutes.

Crystal asked Stacey Redmon for the Westville center's committee report which follows: the children went to the Bonifay Kiwanis Club on December 8<sup>th</sup> to sing Christmas songs and each child received a Christmas gift; Gap students from Bonifay came on December 15<sup>th</sup> to sing songs to the children; the Holmes County Sheriff Department and EMS arrived on December 15<sup>th</sup>; the Parent Committee held a Christmas party on December 15<sup>th</sup> with a visit from Santa and refreshments were served; the Eastern Star Club made each child a Christmas toboggan cap and the Masonic Lodge, in New Hope, provided gifts for the children. The next parent meeting will be on January 10<sup>th</sup> at 12:30 p.m.

Kenya Jackson-Fuentes reported that the turnout for the Christmas Social on December 16<sup>th</sup> was a great success. Children were visited by Santa and families were able to enjoy the Christmas Reflections around the lake yard. The next upcoming socialization is January 13, 2011.

Crystal gave the report on the activities for the Walton center: November 23<sup>rd</sup> was their Thanksgiving Dinner at the Walton County Fairgrounds; December 7<sup>th</sup> there was a parent meeting and a Parent/Child Activity; December 14<sup>th</sup> the Anchor Club visited the center with Santa and Smokey the Bear; December 17<sup>th</sup> was the center's Christmas Party with a visit from Santa.

There was no representative from Chipley, so the Center Coordinator, Cynthia Brown, requested funds for their second big event, which will be a "Father Figure/Daughter & Mother Figure/Son Valentine Dance", in the amount of \$125.00 for purchases to be made from Oriental Trading and Wal-mart. An exact date and place will be determined at the next parent meeting in January

The Chautauqua center had no representation.

The Director's Report shows Head Start with a full enrollment and Early Head Start still needs one slot filled to meet the 36 enrollment. All centers have waiting lists and all vacancies were filled in six or less days. All attendance, except Walton, were 85% or above. We have 14 children who are receiving services for disabilities and 18 who have been referred. All centers had one actual Mental Health Classroom Observation visit. EHS completed 75 home visits out of 101 required. December's in-kind for Head Start is just starting to come in since the closing of their previous fiscal year in November; and Early Head Start's total is \$1,484.55 or 1.42% of their budget. The USDA figures are in for October and November which just about balances each other. Staff is now at 51 employees with one employee quitting before the Holiday break and the approval of hiring a new employee pending today's meeting. Kim stated that the bookkeeping department has not been able to post the budget figures for the Head Start program and the rest of Early Head Start budget into workable categories. Kim reviewed some points of both program's 269s to the group and mentioned the change of the roll-over amount for Early Head Start that was increased when bookkeeping had to make an adjustment.

Under old business:

None

Under new business:

FYI/Discussion-

EHS Self-Assessment-Waiting on three parts to be turned in. A parent has the parts that we are waiting on.

OHS Review of EHS-Upon leaving, the team leader mentioned that the review went well.

Setting Annual Self-Assessment Date (Committee?)- Kim asked if the members wanted to establish sub-committees for the Self-Assessment; at which time, they declined. She stated that the self-assessment should be sometime in February/March and did the members have a date that would be convenient for them; which they didn't. Guidelines will be determined and a date will be set for the end of February.

Planning Committee (What works?)-After a short discussion, Kim asked the members if they thought that the Planning Committee participation should start at the centers level, and the members agreed.

Health Advisory Committee-Ruth stated that the meeting centered mostly on the revision of the Dental Hygiene Policy & Procedure that was being presented today for the members to voice their approval/disapproval.

Education Advisory Committee-Dorothy said that the committee reviewed and updated the by-laws, elected officers and selecting her to chair the committee. Olivia Haines is a community representative. The committee also discussed ways to get more parent involvement with education.

Accreditation-We have lost the accreditation for the Westville and Walton centers due to the two incidents that had occurred. We also received a \$100.00 fine from DCF for the Westville center and have not heard about the Walton center at this time. Kim is planning to reapply after a year has passed for both centers. Chautauqua and Chipley are still accredited and were not involved.

Region IV Conference-Kim requested to attend the Region IV Conference and did the members want to change their meeting date or would it be alright if she had someone else conduct the meeting in February. The members had no preference so Kim will find a replacement.

Barb explained to the group the reason for establishing the new EHS Home Based Program Change of Address Policy & Procedure. Ruth gave some background information about the revisions to three of her policies & procedures, as did Kay, for the revised Financial Reports Policy & Procedure. Kim had some comments to share with the members about the new employee, Ashley Hinton.

The following items were reviewed and initially approved:

Early Head Start Home Based Program Change of Address Policy & Procedure	Motion: <u>Sheron McLaney</u>	Second: <u>Stacey Redmon</u>
Dental Hygiene Policy & Procedure	Motion: <u>Sheron McLaney</u>	Second: <u>Crystal Cooper</u>
Fire Drills/Fire Extinguishers Policy & Procedure	Motion: <u>Sheron McLaney</u>	Second: <u>Crystal Cooper</u>
Emergency Preparedness Drill Policy & Procedure	Motion: <u>Sheron McLaney</u>	Second: <u>Crystal Cooper</u>
Financial Reports Policy & Procedure	Motion: <u>Myron Hudson</u>	Second: <u>Stacey Redmon</u>
Hiring of Ashley Hinton, Center Assistant at Westville	Motion: <u>Myron Hudson</u>	Second: <u>Stacey Redmon</u>

Take Home Items:

November's 269

December's 269

November & December Credit Card Transactions for Kim Gillis and Barbara Lawniczak

Announcements:

None

Adjournment -

The meeting was adjourned at 6:40 P.M. following a motion by Myron Hudson, and seconded by Sheron McLaney. The next Policy Council meeting will be on Monday, February 7, 2011.

**\*\* NOTED CORRECTION MADE ON FEBRUARY 8, 2011 \*\***

On February 7, 2011, Kay Whitenight, Director's Assistant, addressed the present Policy Council members stating that there had been an error made in asking Crystal Cooper to conduct the meeting during the absence of the Policy Council Chairperson, Crystal Eades on the January 3, 2011 meeting. The error was that Crystal Cooper was not the vice chairperson to conduct the meeting, but it should have been Stacey Redmon, who was also present at the meeting, and is the vice chairperson. Kay apologized to the group and said that she had told the Director, Kim Gillis, earlier of the mistake and asked how it can be corrected. Kim stated that Stacey Redmon should sign and date the approvals, and ask the Policy Council members to approve the January 3, 2011 minutes with the correction.