

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

POLICY COUNCIL MEETING
October 4, 2010

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

The meeting was called to order at 6:04 P.M. by the Head Start/Early Head Start Director, Kim Gillis. Roll call was taken by Kay Whitenight, Director's Assistant. A quorum was established with six present members.

Kim asked the Policy Council members for the approval of the Westville parent representative, Connie Peacock, who was filling a vacant position due to the resignation of Jennifer Snowden. Kim also stated that the two community representatives, Myron Hudson and Sheron McLaney needed to be voted in for their new term. Stacey Redmon made the motion for the approval of the new members, and Crystal Cooper seconded the motion. The group voted their approval of the new members.

Kim then asked the members to approve the elections of the Policy Council officers. She asked for volunteers to be the chairperson and Crystal Eades volunteered. Stacey Redmon made the motion and Myron Hudson seconded the motion. The group voted their approval of their new chairperson. Stacey Redmon volunteered for the Vice Chairperson position. Sheron McLaney made the motion and Benjamin Anderson seconded the motion. The group voted their approval of their new vice chairperson. Connie Peacock volunteered for the position of Secretary. Myron Hudson made the motion and Sheron McLaney seconded the motion. The group voted their approval of their new secretary.

Kim turned the meeting over to the new chairperson Crystal Eades. Crystal asked for the approval of the minutes for the meeting of September 7, 2010. Myron Hudson made the motion for the approval of the minutes, and Stacey Redmon seconded the motion. The group voted their approval of the minutes as written.

Crystal then asked for the report from the Walton center. In September the center held a breakfast with grandparents on the 10th. Open house was held on September 16th. There were two major field trips; one on September 17th with Kristen & Debbie's classrooms going to the Gulfarium in Ft. Walton Beach. On September 23rd, Helen and Eileen's classrooms went to Gulf World in Panama City. For October, a fieldtrip to Gulf World is schedule for Ida and Belinda's classrooms on October 5th. The fire department will visit the center on October 6th. A parent committee will be meeting on October 7th at 8:00 a.m. On October 14 the whole center will go to the Walton County Fair. There is a Parent/Child Activity Day on October 19th. And on October 18th, they will be having their Fall Festival from 3:00 – 5:00 p.m. at the Walton Academy playing field.

Crystal gave her report for the Chautauqua center. On September 10th, they had a breakfast for the grandparents. They had a bus evacuation on September 15th. The 3-yr. olds went to the Gulfarium on September 16th. September 21st was picture day. They will be having a parent meeting and Parent/Child Activity Day on September 24th. October 4th the 4-yr. olds will be going to the Gulfarium. The Chautauqua Head Start Parent Committee voted to have a fall festival for the children and they are requesting \$75.00 to purchase supplies. Crystal Cooper made the motion for the approval of the funds, and Stacey Redmon seconded the motion. The group voted their approval of the funds for the event.

Westville classes went to Gulf World on a fieldtrip. They held a breakfast with grandparents on September 10th. All classes visited the Holmes County Dental Clinic on September 16th. A parent meeting was scheduled on October 4th at 12:30 p.m. followed by a Parent/Child Activity at 1:00 p.m. Open house is scheduled for October 7th from 4:00-5:00 p.m. The center will be closed on October 8th; and they will have early release on October 22nd. Fall break will be October 25th through the 29th. They are having a fall festival on October 21st from noon-2:00 p.m. and the Westville Head Start Parent Committee is requesting funds of \$250.00 for prizes, decoration, and food. Myron Hudson made the motion for the approval of the funds, and Benjamin Anderson seconded the motion. The group voted their approval of the funds for the event.

There will be a parent meeting on October 14th at 8:00 a.m. at the Chipley center. Parents will continue to work on the fall festival activities for November. The Chipley Head Start Parent Committee is requesting the amount of \$125.00 in order to purchase items from Wal-mart/Oriental Trading Company to help make this event successful for the children. They plan to have the fall festival at Shivers Park in November; an exact date and time will be discussed and voted upon at the next parent meeting on October 14th. Sheron McLaney made a motion for the approval of the funds, and Benjamin Anderson seconded the motion. The group voted their approval of the funds for the event. Their Parent/Child Activity Day will be held on October 8th from 1:00-2:00 p.m. There will be a planned art activity for the parents and children to do together. The Grandparents Day activity was great in September. Open house was on September 14th from 5:00-6:00 p.m. Fieldtrips for October will be the Chipley High School Homecoming Parade on the 1st; October 8th to the Dollar Tree to purchase items for Fall to help decorate the classroom; and October 21st is to the Chipley Fire Department. Fall break is October 25th through the 29th.

Kenya, from EHS, stated that their socialization group will be going to the Walton County Fair on October 14th and to the fire department on October 28th. EHS has socialization time every other week.

The Director's Report shows Head Start's enrollment remains the same. Early Head Start will have 36 families being serviced by three home visitors. The center based families will be serviced by the home visitors until the center is complete. All centers have waiting lists and are filling vacancies before the thirty day deadline. All attendance is above the 85%. We have 14 children who are receiving services for disabilities and 23 referred or in stages of referral. All centers had one actual Mental Health Classroom Observation visit. EHS Home-Based report is self explanatory. In-kind is doing well with only two months before the fiscal closing. The USDA is showing high on the plus side, but Kim stated that the number will come down when September's figures are reported. Staff is maintaining at 50 employees. Kim explained the financial status report to the new members in regards to its format and how to interpret the figures for Head Start and Early Head Start. She answered questions that the members had about the budgets and explained that any extra money that Tri-County Community Council, Inc. had after their 15% allotment would probably be returned to Head Start for items needed within the program, such as, repairs at the Chipley center, new computers, a copy machine for the administrative office, and cameras in all other centers (Walton has them now). She stated that EHS's fiscal year closed the end of September and Head Start's is the end of November. Kim showed the members the 2009-2010 Annual Report and gave them a quick review as to what information was included and where the information was obtained.

Under old business:

There was no old business.

Under new business:

FYI/Discussion-

Kim gave the group an update about the sales contract having expired at the end of September for the EHS center, so Tri-County Community Council, Inc. purchased the property. She is hoping that the remaining funds will be rolled over into the next fiscal year.

EHS needs to have a Self-Assessment conducted and Kim suggested that training begin on one day the first week of November and the Self-Assessment done on the second week. Next year she hopes to combine both programs at the same time.

After a short discussion, the Policy Council decided to maintain the first Monday of each month as the regularly scheduled meeting day. Kim asked the group if November's meeting day could be changed to the first Tuesday of the month or to the second Monday, November 8th, due to the fact that she has a prior engagement. Most of the members chose the second Monday, so she asked the group to put it to a vote. Stacey Redmon made the motion for the approval, and Crystal Cooper seconded the motion. The group voted their approval of the November's meeting to be scheduled on the 8th.

OHS will not be giving us a thirty day notice before arriving for our review. They have already requested some documents that they want to review beforehand.

Governance training will be held in Panama City this year. October 30th is the attentive date with the times from 9:00 a.m. until 2:00 p.m. Locations for training and babysitting will be determined by the end of this week. Kay will be calling members with information and responses for attendance.

Policies and Procedures and Plans were previously mailed to the Policy Council members for them to review. Dorothy mentioned areas that were changed on the Disabilities Plan. One member suggested that the plan documents have their pages numbered. Kay gave a brief review of the Policy Council Handbook. Kim explained the hiring and transferring of staff in EHS, in reference to the start up of the center.

The following items were reviewed and initially approved:

- (3) Management Systems & Procedures Policies & Procedures (see attached)
Motion: Myron Hudson Second: Sheron McLaney
- (4) Child Health & Development Policies & Procedures (see attached)
Motion: Myron Hudson Second: Sheron McLaney
- (2) ERSEA Policies & Procedures (see attached)
Motion: Sheron McLaney Second: Stacey Redmon
- (11) Transportation Policies & Procedures (see attached)
Motion: Sheron McLaney Second: Benjamin Anderson
- Socializations Policy & Procedure
Motion: Myron Hudson Second: Stacey Redmon
- Service to Pregnant Mothers Policy & Procedure
Motion: Sheron McLaney Second: Benjamin Anderson
- Education and Early Childhood Development Plan
Motion: Myron Hudson Second: Stacey Redmon
- Disabilities Plan
Motion: Myron Hudson Second: Stacey Redmon
- Nutrition Plan
Motion: Myron Hudson Second: Stacey Redmon
- Child Mental Health Plan
Motion: Myron Hudson Second: Stacey Redmon

Family Partnership & Community Partnerships Plan
Motion: Myron Hudson Second: Stacey Redmon

ERSEA Plan
Motion: Myron Hudson Second: Stacey Redmon

Transportation Plan
Motion: Myron Hudson Second: Stacey Redmon

Planning Plan
Motion: Myron Hudson Second: Stacey Redmon

Extended Care Plan
Motion: Myron Hudson Second: Stacey Redmon

Extended Care Payment Options Policy & Procedure - Delete
Motion: Myron Hudson Second: Connie Peacock

Enrollment Packets Policy & Procedure - Delete
Motion: Myron Hudson Second: Connie Peacock

Bus Breakdown Policy & Procedure - Delete
Motion: Myron Hudson Second: Connie Peacock

Weekly Transportation Log Policy & Procedure - Delete
Motion: Myron Hudson Second: Connie Peacock

Policy Council Handbook
Motion: Sheron McLaney Second: Stacey Redmon

Hiring of Mary Baker, Caregiver for Early Head Start
Motion: Stacey Redmon Second: Benjamin Anderson

Transfer of Christine Hils, Caregiver for Early Head Start
Motion: Stacey Redmon Second: Benjamin Anderson

Transfer of Helen Williams, Caregiver for Early Head Start
Motion: Stacey Redmon Second: Benjamin Anderson

Take Home Items:

OHS Monitoring Protocol
2009-2010 Annual Report

Announcements:

None

Adjournment -

The meeting was adjourned at 7:15 P.M. following a motion by Myron Hudson, and seconded by Crystal Cooper. The next Policy Council meeting will for Monday, November 8, 2010.