

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

POLICY COUNCIL MEETING
August 2, 2010

Present:

Meredith Telfer
Stacey Redmon
Myron Hudson
Rose Caldwell
Sheron McLaney

Absent:

Suzan Gage
Nikki Cullifer
Melinda Sims

Guests:

Cynthia Brown
Kim Gillis
Kathy Shull
Ruth Kelley

Guests:

Kay Whitenight
Michele Howard
Dorothy McClendon
Kenya Jackson-Fuentes

The meeting was called to order at 6:01 P.M. by the Policy Council Chairperson, Meredith Telfer.

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

A new Early Head Start parent representative, Kenya Jackson-Fuentes, was voted into the Policy Council. Rose Caldwell made the motion for the approval of the new member, and Myron Hudson seconded the motion. The group voted their approval of the new member.

Chairperson, Meredith Telfer asked for the approval of the minutes for the meeting of June 7, 2010. Rose Caldwell made the motion for the approval of the minutes, and Meredith Telfer seconded the motion. The group voted their approval of the minutes as written.

School is closed for the summer break, so there are no reports from the centers.

The Director's Report shows 203 children slots allocated for Head Start. Early Head Start has 36 slots for pregnant mothers, infants, and toddlers. At the present time, we have two pregnant mothers and 22 infants and toddlers; one dropped and was replaced in 12 days. We have two in EHS with IFSPs. There is no USDA with school out. In-kind for HS is at 64% and EHS is at 0.57%. Staff is at 49, 2 were hired and 1 transferred. Head Start's financial report is in good shape except some money that could be transferred from local travel to some other line item. EHS is in need of spending funds but they will be used when the renovation and refurnishing of the building occurs.

Under old business:

There was no old business.

Under new business:

Kim announced to the group that she has changed her agenda format to first let the members know what is happening with the program before presenting items for approval.

FYI/Discussion-

Update on EHS-We have 24 slots filled with two pregnant mother, and 22 infants and toddlers. If we do not have a building up and running in October, we will serve the remaining 12 children in home-base for a total of 36. An old church is in the process of being purchased and then it will need to be renovated. The structure and roof are in good condition. Blueprints/specs will be needed and Joel is checking on the cost.

Staff Changes-Lea Ann has been transferred to another program; Vanessa has moved and will be replaced by Yolanda; Angelia is a family service worker/floater at Westville, Michele H. is the center coordinator at Chautauqua and is replaced by Michelle J. as the teacher; Miranda has been re-hired as a cook at Walton; and Heather is a new hire as center assistant at Walton.

Emilio's Visit-Our Program Specialist visited us for two days spending most of his time with EHS. Some time was also spent looking at the Chipley center, which on several occasions has been flooded, and he has made some recommendations. He has also stated that we must remain diligent in being prepared for our reviews.

GAO Report and how we will assure accountability-At Kim's fiscal training in Atlanta, she was told about officials who were discovering some programs that were conducting fraudulent enrollments and that they could be checking anyone. Documentation in the form of a policy and procedure is our best defense in explaining how we are double checking the enrollments that we are processing.

EHS Review at any time beginning in October-This can occur at anytime without a thirty day notification. We must be ready now in keeping information up to date and able to generate reports upon request.

EHS Continuation Grant Increases in T&TA Funds (\$9,969)-The T&TA fund has been included in the grant and has been re-submitted.

1309 Facility Checklist-While working on the checklist, Joel has found problems with Tri-County's policy and procedure (purchases with quotes just over \$1,000 would constitute a bidding process), but is asking the Policy Council and the Board of Directors for lee ways of authorizing small purchases over \$1,000 without bids. Sheron McLaney made the motion for the approval of the request, and Rose Caldwell seconded the motion. The group voted their approval of the request.

In-kind waiver EHS-Kim is requesting approval to submit EHS in-kind waiver, due to not being able to raise the needed amount. Home base does not generate very much in-kind. We anticipated bringing in in-kind through getting a center up and running. It was difficult to find a location because land and buildings were expensive.

HS Continuation Grant/Budget Discussion/2010-2011 T&TA Plan-The grant is due at the end of August. Minor adjustments have been made that were suggested by the staff and Policy Council members to cover requests, such as the \$5.00/child will go to \$8.00/child, and the three major event funds at the centers will be increased to \$250 for Westville, \$185 for Walton, and \$125 to each, Chipley and Chautauqua.

Child Outcomes (Next Month)-Will be discussed for the end of the school year outcomes.

September Meeting-Kim asked the group that since the next meeting falls on a holiday would the group approve of the meeting to be held on that Tuesday after the holiday. The group gave their approval.

The following items were reviewed and initially approved:

(4) Program Governance Policies & Procedures (see attached)

Motion: Myron Hudson

Second: Rose Caldwell

(42) Management Systems Policies & Procedures (One P&P was pulled for new revision-"Information that Can be Given out Over the Phone P&P) (see attached)

- Motion: Myron Hudson Second: Meredith Telfer
- (17) Human Resources Management Policies & Procedures (see attached)
Motion: Sheron McLaney Second: Rose Caldwell
- (2) Facilities, Materials, and Equipment Policies & Procedures (see attached)
Motion: Meredith Telfer Second: Myron Hudson
- (1) ERSEA Policy & Procedure (see attached)
Motion: Sheron McLaney Second: Rose Caldwell
- (1) Child Health & Safety Policy & Procedure (see attached)
Motion: Rose Caldwell Second: Myron Hudson
- (1) Education and Early Childhood Dev. Policy & Procedure (see attached)
Motion: Rose Caldwell Second: Sheron McLaney
- (6) Additional Management System Policies & Procedures (see attached)
Motion: Myron Hudson Second: Stacey Redmon
- (3) Additional Facilities, Materials, and Equipment Policies & Procedures (see attached)
Motion: Myron Hudson Second: Stacey Redmon
- (1) Additional Health Services Policy & Procedure (see attached)
Motion: Myron Hudson Second: Stacey Redmon
- (1) Additional Health & Safety Policy & Procedure (see attached)
Motion: Myron Hudson Second: Stacey Redmon
- (8) Additional Family Partnerships Policies & Procedures (see attached)
Motion: Myron Hudson Second: Stacey Redmon
- (5) Additional Community Partnerships Policies & Procedures (see attached)
Motion: Myron Hudson Second: Stacey Redmon
- (9) Additional ERSEA Policies & Procedures (see attached)
Motion: Myron Hudson Second: Stacey Redmon
- (1) Child Health & Developmental Services Plan (see attached)
Motion: Rose Caldwell Second: Myron Hudson
- (6) Child Health & Safety Plans (see attached)
Motion: Rose Caldwell Second: Meredith Telfer
- (1) Program Governance Plan (see attached)
Motion: Sheron McLaney Second: Rose Caldwell
- (4) Management System Plans (see attached)
Motion: Sheron McLaney Second: Rose Caldwell
- (3) Human Resources Plans (see attached)
Motion: Sheron McLaney Second: Rose Caldwell

EHS Calendars (Home-base & Center)

Motion: [Sheron Mc Laney](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Teacher Qualifications (Correct grammar error) (see attached)
Motion: [Sheron McLaney](#) Second: [Myron Hudson](#)

Job Descriptions Changes: Director (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Director's Assistant (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Administrative Assistant II (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Male Involvement/Disabilities Specialist (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Health Services Coordinator (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Nutrition Coordinator (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Family Services/Mental Health Coordinator (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Education/Disabilities Coordinator (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Job Descriptions Changes: Education Specialist (see attached)
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Policy Council By-laws
Motion: [Rose Caldwell](#) Second: [Myron Hudson](#)

New Employee Handbook
Motion: [Myron Hudson](#) Second: [Stacey Redmon](#)

1309 Facility Checklist
Motion: [Sheron McLaney](#) Second: [Meredith Telfer](#)

In-kind Waiver for EHS
Motion: [Meredith Telfer](#) Second: [Rose Caldwell](#)

HS Continuation Grant (\$1,674,289 + \$418,572 = \$2,092,861)
Motion: [Sheron McLaney](#) Second: [Myron Hudson](#)

2010-2011 T & TA Plan
Motion: [Myron Hudson](#) Second: [Rose Caldwell](#)

Strategic Plan
Motion: [Myron Hudson](#) Second: [Stacey Redmon](#)

Transferred Michele Howard (Center Coordinator at CEEC)

Motion: Rose Caldwell

Second: Sheron McLaney

Hiring Miranda Hogans (Cook at Walton)

Motion: Myron Hudson

Second: Sheron McLaney

Heather Stafford (Center Assistant at Walton)

Motion: Myron Hudson

Second: Sheron McLaney

Deleted Dental Bus Policy & Procedure (see attached)

Motion: Sheron McLaney

Second: Rose Caldwell

Deleted Retirement Celebrations Policy & Procedure

Motion: Myron Hudson

Second: Sheron McLaney

Policies & Procedures with Title Changes Only (No approvals needed)

Management System (17-see attached)

Human Resources (11-see attached)

Facilities, Materials, and Equipment (7-see attached)

Family Partnerships (19-see attached)

Community Partnerships (2-see attached)

ERSEA (4-see attached)

Take Home Items:

IM10.04-Child Welfare, Foster Child(ren), Child Protective Services

IM10.05-Maternal, Infant, Home Visiting

IM10.03-OHS

Announcements:

None

Adjournment -

The meeting was adjourned at 7:25 P.M. following a motion by Sheron McLaney, and seconded by Myron Hudson. The next Policy Council meeting will for Tuesday, September 7, 2010.