

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

POLICY COUNCIL MEETING
September 6, 2011

Present:

Sheron McLaney
Crystal Eades
Crystal Cooper
Kenya Jackson-Fuentes
Kristan Riley
Stacey Redmon
Myron Hudson

Absent:

Amy Teck
Benjamin Anderson

Guests:

Carolyn Clear
Ruth Kelly
Carolyn Clear
Barb Lawniczak
Michele Howard
Tammy Lawrence
Teresa Moss

Guests:

Cynthia Brown
Judy Montes
Dorothy McClendon
Kathy Shull
Kay Whitenight
Cynthia Bihm
Georgina Brown

The meeting was called to order at 6:02 P.M. by the Policy Council Chairperson, Crystal Eades.

Roll call was taken by the Policy Council Secretary, Crystal Cooper. A quorum was established with seven present members and two members absent. Kay Whitenight, Director's Assistant, asked that the incoming members introduce themselves, what center they are representing, and give some background information. The seated members were asked if they wanted to vote the incoming members separately or as a group. The decision was made for the whole group to be presented for approval. Stacey Redmon made the motion for the approval of the incoming members, Kristan Riley second the motion. The seated group voted their approval of the new members, who are Tammy Lawrence, Teresa Moss, Cynthia Bihm, and Georgina Brown.

Crystal asked for the approval of the minutes for the meeting of August 1, 2011. Crystal Cooper made the motion for the approval of the minutes, and Sheron McLaney seconded the motion. The group voted their approval of the minutes.

Crystal Cooper reported that the Walton center had a parent meeting on August 16th. They will be having their next parent meeting on September 12th.

Orientation for the Westville center was on August 19th. The first parent meeting was held on August 31st at 12:30 p.m. to elect officers and Policy Council members. Breakfast with Grandparents is on September 9th at 8:30 a.m. Dental Exams will be on September 15th with Dr. Jacobs. Picture Day is on September 22nd at 8:00 a.m. The next parent meeting is on September 13th at 12:30 p.m.

Chipley's parent meeting was on September 1st. Grandparents/Parent/Child Activity Day is on September 9th from 1:00 p.m. to 2:00 p.m. Open House is from 3:00 p.m. to 5:00 p.m. on September 13th. Picture day is on September 23rd. There will be an early release on September 26th. The next parent meeting will be on October 12th at 8:00 a.m.

Breakfast with Grandparents will be held at the Chautauqua center on September 9th. Open House is on September 8th. Cynthia Bihm was elected as the new Policy Council member at the last parent meeting. Pictures will be taken on September 21st.

Kenya Jackson-Fuentes reported that in August, EHS had one of their socializations at the Walton County Library. The Library staff read the children a book about ducks, sang songs with the children and helped them make a duck art craft. The library also made sure that all of the parents who wanted a library card got one. Their next socialization will be this Wednesday the 7th and it will be about healthy eating. Their next parent meeting will also be held on the 7th. The EHS families are working with their home visitors to make painted handprints for the Walton County Fair booth.

In lieu of the absence of Kim Gillis, Director of Head Start/Early Head Start, Barb Lawniczak, Family Services/Mental Health Program Coordinator, reviewed the Director's Report with the members. Enrollment is filled at all Head Start sites and Early Head Start. There are waiting lists at all sites and attendance is at 92% or above at all Head Start centers. Nine children are diagnosed with an IEP/IFSP and will be receiving services. EHS has three with disabilities, but one is not following through on services. Mental health classroom observations will be starting. EHS had 148 actual home visits completed out of 169 attempted for August. They fulfilled their two socializations for August. In-kind for Head Start and EHS is 54% and 6% respectively. There was a +\$8,102.82 for USDA meals served in August which may be contributed to the initial start up. Staff is at 56 with two hired. The financial status report for Head Start had little to no overages which will be adjusted by the end of the fiscal year. EHS is showing more money being spent because of the building renovation. The group was given copies of Kim and Barb's Master Card statements, Wal-mart, Lowes, and Wright's Express accounts for July to review.

Under old business:

There was none.

Under new business:

FYI/Discussion

PIR Complete-The figures are in and the information will be shared next month.

OHS Monitoring Upcoming Visit-We can expect to be reviewed starting October 16, 2011 thru September 30, 2012. We do not know if we will have advance notification. Instructions were given to staff during pre-service training.

Contract Renewals-Walton County Health Department, Holmes County Health Department, and Holmes County Dental Clinic-The contracts were signed and accept with no changes

Memorandum of Agreement-Sacred Heart Hospital/Early Steps-We signed a new agreement with an agency that works well with Early Head Start.

The following items were reviewed and approved:

Policy & Procedure (See attached list)

Motion: Sheron McLaney

Second: Myron Hudson

Plans (See attached list)

Motion: Sheron McLaney

Second: Kristan Riley

2011-2012 Menus

Motion: Stacey Redmon

Second: Sheron McLaney

Hiring Angela Newcomb, Teacher at Chipley

Motion: Myron Hudson

Second: Stacey Redmon

Hiring Diana Armbruster, Center Assistant at Walton

Motion: Stacey Redmon

Second: Kristan Riley

Telephone Phone (EHS Budget Revision)

Motion: Sheron McLaney

Second: Stacey Redmon

Announcements:

None

Adjournment -

The meeting was adjourned at 6:35 P.M. following a motion by Myron Hudson, and seconded by Stacey Redmon.