



**Southern Seven Head Start/Early Head Start  
POLICY COUNCIL  
ZOOM MEETING MINUTES  
Administration Office – Ullin, IL  
July 29, 2021**



**Call to Order**

Kendra Cook called the meeting to order at 9:03 a.m.

**Members Present**

Candace Armstrong, Treasurer, Johnson Co. CR  
Sharon Burris, Board of Health Crossover Rep.  
Kendra Cook, Chairperson, Pope Co. CR  
Leslie Cornelious-Weldon, Pulaski Co. CR  
Deanna Davis, Pulaski Co. PR  
Artie McBride, Vice Chairperson, Alexander Co. CR  
Jessica Morgan, Johnson Co. PA  
Angel Scott, Massac Co. PR  
Rhonda Keibler, Pulaski Co. PA  
Jennifer Warren, Secretary, Hardin Co. CR

**Staff Present**

Emily Boyd, Human Resources Administrator  
J.P. Champion, Financial Administrator  
Sharity Gaddis, ERSEA Specialist  
Hillary Meisenheimer, Health & Nutrition Specialist  
Dona Middleton, Early Childhood Director  
Robyn Mize, Administrative Secretary  
Jennifer Parks, Early Childhood Administrator

**Roll Call**

Roll call was taken by Robyn Mize. A quorum was declared present.

**Approval of Minutes**

The minutes from the June 23, 2021 Policy Council meeting was included in the Policy Council packet emailed prior to the meeting. Candace Armstrong made a motion to approve the minutes from June 23, 2021. Jennifer Warren seconded. All in favor. Motion carried.

**Unfinished Business**

**Grant Updates:** Jennifer Parks gave an update on the status of the grants. Jennifer asked for Policy Council approval to write for the Continuation Grant that is due October 1, 2021. Angel Scott made a motion to approve the writing of the Continuation Grant. Jessica Morgan seconded. All in favor. Motion carried.

**Self-Assessment:** Jennifer Parks stated that this will be finalized by the September Policy Council Meeting.

**Recruitment of Community Representatives:** Jennifer Parks stated that the Policy Council has two Community Representative Vacancies for Massac and Union Counties. If anyone knows of someone who would be willing to volunteer, please let Jennifer know.

### **New Business**

**2021-2022 Program Options:** Jennifer Parks shared and reviewed the updates to the 2021-2022 Program Options. Jennifer stated that because all of the updates are not reflected in the 2021-2022 Program Options document, Southern Seven will present the 2021-2022 Program Options at the next Policy Council Meeting for approval.

**2021-2022 School Calendar:** Jennifer Parks shared and reviewed the 2021-2022 School Calendar. Leslie Cornelious-Weldon made a motion to approve the 2021-2022 School Calendar. Jessica Morgan seconded. All in favor. Motion carried.

**New Procedures:** Hillary Meisenheimer shared and reviewed the updates to the Health & Nutrition Procedures. Jennifer Warren made a motion to approve the updates to the Health & Nutrition Procedures. Leslie Cornelious-Weldon seconded. All in favor. Motion carried.

### **Reports**

**Personnel Report:** Emily Boyd reviewed the Personnel Report which was included in the Policy Council packet emailed prior to the meeting. For the month of July, Southern Seven had no new employees, two terminations, and 12 personnel changes. There is one individual listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administration Office – Education Specialist, an Education Coaching Coordinator, and a Health & Nutrition Specialist;
- Anna Head Start - a Custodian/Program Assistant (waiting for fingerprints) and a Teacher Aide;
- Cairo Head Start – a Cook and a Custodian (waiting for fingerprints);
- Golconda Early Head Start - Three EHS Teachers, an EHS Program Assistant, an Office Associate (waiting for fingerprints), and a Custodian/Program Assistant;
- Jonesboro Early Learning Center - a Teacher Aide;
- Metropolis Head Start – Floating Head Start Teacher and a Head Start Program Assistant;
- Mounds Head Start - a Head Start Teacher & Early Head Start Program Assistant.

Leslie Cornelious-Weldon made a motion to approve the Personnel Report. Artie McBride seconded. All in favor. Motion carried.

**Financial Report:** J.P. reviewed the May Financial Reports which was included in the Policy Council packet emailed prior to the meeting. The Budget Comparison Reports are from January 1, 2021 through May 31, 2021. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2020 through May 31, 2021. The Credit Card reports lists the following cards: First National Bank of Omaha; Wal-Mart; Lowes; Sam's Club; and Kroger. The Non-Federal Share (In-Kind) Report was presented. Deanna Davis made a motion to approve the May Financial Reports. Artie McBride seconded. All in favor. Motion carried.

**Budget Committee:** J.P. asked for volunteers from the Policy Council to serve on the Budget Committee to review the preliminary budget for the Continuation Grant. Candace Armstrong and Kendra Cook volunteered.

**Enrollment Report:** Sharity Gaddis shared and reviewed the Enrollment Report as of July 20, 2021. Candace Armstrong made a motion to approve the Enrollment Report. Artie McBride seconded. All in favor. Motion carried.

**Attendance Report:** Sharity Gaddis shared and reviewed the Attendance Report for June. Angel Scott made a motion to approve the June Attendance Report. Artie McBride seconded. All in favor. Motion carried.

**Recruitment Update:** Sharity Gaddis shared a recruitment update for the 2021-2022 School Year.

**Center Updates:** Dona Middleton shared a PowerPoint presentation of the activities the sites have been participating in.

**Community Assessment:** Dona Middleton shared and reviewed the declining population in the seven county area.

**Questions/Concerns/Comments**

*None*

**Next Meeting Date via ZOOM**

Jennifer Parks stated that the Policy Council will need to meet in August to approve new hires. The meeting is scheduled for August 19<sup>th</sup>, 2021. The next regularly scheduled meeting is September 15<sup>th</sup>, 2021.

**Adjournment**

Artie McBride made a motion to adjourn. Angel Scott seconded. All in favor. Motion carried. Meeting adjourned at 10:05 a.m.

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Policy Council Chairperson