



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
ZOOM MEETING MINUTES
Administration Office – Ullin, IL
August 19, 2021**



Call to Order

Kendra Cook called the meeting to order at 9:00 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
Jessica Morgan, Johnson Co. PA
Jennifer Warren, Secretary, Hardin Co. CR

Staff Present

Emily Boyd, Human Resources Administrator
J.P. Champion, Financial Administrator
Robyn Mize, Administrative Secretary
Jennifer Parks, Early Childhood Administrator

Roll Call

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

New Business

Head Start/Early Continuation Grant Preliminary Budget: J.P. Champion stated that the Budget Committee met on Tuesday, August 17th, 2021 to review the 2022 Preliminary Budget. J.P. shared and reviewed the Head Start/Early Continuation Grant Preliminary Budget for 2022. Leslie Cornelious-Weldon made a motion to approve the Head Start/Early Continuation Grant Preliminary Budget for 2022. Jessica Morgan seconded. All in favor. Motion carried.

Reports

Personnel Report: Emily Boyd shared and reviewed the Personnel Report. For the month of August, Southern Seven had two new employees, five terminations, and 14 personnel changes. There are five individuals 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, a Health & Nutrition Specialist, a Financial Administrator, and a Temporary Maintenance Worker;
- Anna Head Start - a Custodian/Program Assistant (waiting for fingerprints), an Office Associate/Translator, and a Cook;
- Cairo Head Start – a Custodian (waiting for fingerprints), and a Program Assistant;
- Cobden Early Learning Center – Associate Site Supervisor;
- Golconda Early Head Start - Three EHS Teachers, and an EHS Program Assistant;
- Jonesboro Early Learning Center - a Teacher Aide;
- Metropolis Head Start – Floating Head Start Teacher;

- Mounds Head Start - a Head Start Teacher, an Early Head Start Program Assistant (waiting for fingerprints) and a Cook;
- Vienna Early Learning Center – a Teacher Aide and a Program Assistant.

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

Questions/Concerns/Comments

None

Adjournment

Candace Armstrong made a motion to adjourn. Artie McBride seconded. All in favor. Motion carried. Meeting adjourned at 9:15 a.m.

Policy Council Chairperson