Call to Order
Brittany Crick called the meeting to order at 9:08 a.m.

Members Present
Candace Armstrong, Johnson Co. CR
Sharon Burris, Board of Health Crossover Rep.
Leslie Cornelious-Weldon, Pulaski Co. CR
Brittany Crick, Vice Chairperson, Massac Co. PR
Linda Dickerson, Pulaski Co. PA
Artie McBride, Alexander Co. CR
Lisa Mull, Union Co. PR
Kendra Vaughn, Treasurer, Pope Co. CR
Jennifer Warren, Hardin Co. CR

Staff Present
Rhonda Andrews-Ray, Executive Director
J.P. Champion, Financial Administrator
Sharity Gaddis, ERSEA Specialist
Dona Middleton, Early Childhood Director
Robyn Mize, Administrative Secretary
Jennifer Parks, Early Childhood Administrator
Terri Stewart, Human Resources Administrator

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

Approval of Minutes
The minutes from the December 16, 2019 Policy Council meeting was included in the Policy Council packet mailed prior to the meeting. Jennifer Warren made a motion to approve the minutes from December 16, 2019. Kendra Vaughn seconded. All in favor. Motion carried.

Unfinished Business
Wage Increase: Jennifer Parks stated that the Wage Increase that was discussed and voted on at the last Policy Council Meeting was given to staff on January 1st, 2020.

New Business
COLA & Quality Improvement: Jennifer Parks shared information regarding COLA & Quality Improvement Grant that will be available for grantees to write for.

Self-Assessment: Jennifer Parks shared information regarding the Self-Assessment Process.

Memorandums of Understanding (MOU's) with Public Schools: Jennifer Parks stated that it is a requirement for Southern Seven and the Public Schools to have a MOU to partner with Pre-K. Many of the Public School Pre-K’s are being reviewed by the state so the MOU’s needed to
be in place for 2020. All the MOU’s were completed in October, 2019 and the majority of them have been returned to Southern Seven.

**Selection Criteria:** Sharity Gaddis reviewed the proposed changes to the 2020-2021 Selection Criteria. The Policy Council discussed the changes and suggested some revisions to the Selection Criteria. Sharity will make the revisions to the Selection Criteria Form and bring it to the next Policy Council Meeting for approval.

**Reports**

**Personnel Report:** Terri Stewart reviewed the Personnel Report. For the month of January, Southern Seven had four new employees, one termination, and nine other personnel changes. The list of individuals being recommended for employment were reviewed. Vacancies at the following Southern Seven locations are listed on the report: two Early Head Start Teachers (both are waiting for fingerprints) & a Cook (waiting for fingerprints) at Anna; a Cook (waiting for fingerprints) at Cairo; a Custodian & a Program Assistant at Metropolis; a Program Assistant (waiting for fingerprints) at Mounds; a Home Based Teacher/Parent Coordinator (waiting for fingerprints) at Pope; and a Teacher at Vienna. Leslie Cornelious-Weldon made a motion to approve the Personnel Report. Lisa Mull seconded. All in favor. Motion carried.

**Financial Report:** J.P. reviewed the November Financial Reports. The Budget Comparison Reports are from January 1, 2019 through November 30, 2019. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2019 through November 30, 2019. 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. Lisa Mull made a motion to approve the November Financial Reports. Artie McBride seconded. All in favor. Motion carried.

**Attendance Report:** Sharity Gaddis distributed and reviewed the Attendance Report for the month of December. Jennifer Warren made a motion to approve the December Attendance Report. Lisa Mull seconded. All in favor. Motion carried.

**Enrollment Report:** Sharity Gaddis distributed and reviewed the Enrollment Report as of January 14, 2020. Kendra Vaughn made a motion to approve the Enrollment Report. Lisa Mull seconded. All in favor. Motion carried.

**Eligibility Training:** Sharity Gaddis conducted Eligibility Training for the Policy Council as required by the Head Start Performance Standards.

**Education Outcomes:** Jennifer Parks stated that due to issues with Teaching Strategies Gold, the Education Outcomes will be tabled until the next Policy Council Meeting.

**Service Team Member Report – Mental Health & Special Needs:** Jennifer Parks stated that Cynthia Tremblay, Special Needs Specialist, had another meeting that she needed to attend today so she was unable to attend. The Head Start Program is required to serve 10% of the funded enrollment with children with Special Needs. Southern Seven has exceeded that percentage. A report will be given at next month’s Policy Council Meeting that reflects the number of children with Special Needs Southern Seven is serving.

**Center Updates:** Dona Middleton showed a power point presentation of the activities the sites have been participating in.

**Community Assessment Update:** Dona Middleton explained what information goes into the Community Assessment and what resources are used to obtain that information. Rhonda
Andrews-Ray announced that Southern Seven has been awarded a Census Grant to encourage and educate people in the Southern Seven service area to complete the census.

**Questions/Concerns/Comments**
None

**Next Meeting Date**
Wednesday, February 19th, 2020

**Adjournment**
Artie McBride made a motion to adjourn. Lisa Mull seconded. All in favor. Motion carried. Meeting adjourned at 10:22 a.m.

Policy Council Chairperson