



**Southern Seven Head Start/Early Head Start  
POLICY COUNCIL MEETING MINUTES  
Vienna Early Learning Center – Vienna, IL  
January 16, 2019**



**Call to Order**

Jessica Bowman called the meeting to order at 9:02 a.m.

**Members Present**

Ariel Arnett, Massac Co. PR	Joe Nighswander, Vice Chair, Johnson Co. CR
Jessica Bowman, Chairperson, Alexander Co. CR	Denise Pannel, Pope Co. PR
Sharon Burris, Board of Health Crossover Rep.	Shyan Ross, Pulaski Co. PR
Leslie Cornelious-Weldon, Pulaski Co. CR	Jennifer Warren, Hardin Co. CR
Autumn Lewis, Johnson Co. PR	

**Staff Present**

Rhonda Andrews-Ray, Executive Director  
J.P. Champion, Fiscal Officer  
Sharity Gaddis, ERSEA Specialist  
Janice Hyte, Education Specialist  
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 of the November 20, 2018 Policy Council meeting were included in the Policy Council packet mailed prior to the meeting. Joe Nighswander made a motion to approve the minutes from November 20, 2018. Denise Pannel seconded. All in favor. Motion carried.

**Unfinished Business**

**Focus Area One Review:** Jennifer Parks informed the Policy Council of the results of the Focus Area One Review that was conducted on December 3<sup>rd</sup> – 7<sup>th</sup>, 2018.

**Expansion & Duration Grants:** Jennifer Parks informed the Policy Council of the status of the Expansion & Duration Grants.

**Health & Safety Screener:** Jennifer Parks informed the Policy Council that the Health & Safety Screener have been completed by the Safety Committees at each Head Start/Early Head Start site. A Head Start Safety Committee Meeting is scheduled for tomorrow and the Health & Safety Screeners should be submitted.

**Board of Health/Policy Council Joint Training:** Jennifer Parks informed the Policy Council that Southern Seven had a Board of Health/Policy Council Joint Training on December 6<sup>th</sup>. If anyone did not get to attend, Jennifer will set a time to review the packet of information.

### **New Business**

**Bus Waiver for Goreville Early Learning Center:** Jennifer Parks informed the Policy Council that Goreville has a couple of children that have been trying to get into the Head Start program this school year. The school district is going to provide transportation so the children can attend school. The children can now attend Head Start at Goreville. In order to accomplish this, Southern Seven needs to add Goreville to the existing bus waiver that includes Egyptian, Hardin Co., & Pope Co. Autumn Lewis made a motion to approve adding Goreville to the existing bus waiver for the remainder of the 2018-2019 School Year. Ariel Arnett seconded. All in favor. Motion carried.

**Selection “Eligibility” Criteria:** Sharity Gaddis distributed and reviewed the Selection Criteria for the 2019-2020 School Year. The changes on the form are as follows:

- Under the Age Category: Changed all the dates from 09/01/18 to 09/01/19;
- Under the Parental Status Category: Revised “Lives w/Guardian” to include “or Other Adult” and raised the points from 75 to 85.

Sharity Gaddis asked for Policy Council approval for the 2019-2020 Selection Criteria. Denise Pannel made a motion to approve the 2019-2020 Selection Criteria. Leslie Cornelious-Weldon seconded. All in favor. Motion carried.

**Cost of Living Increase:** Jennifer Parks informed the Policy Council that a Cost of Living Increase Grant (COLA) for 1.77% was released for application. The grant is due on March 1<sup>st</sup> and will be retroactive to January 1<sup>st</sup>. Terri Stewart informed the Policy Council that the agency will be giving employees an additional .23% to make the total for the COLA increase 2%. Denise Pannel made a motion to approve the 2% COLA increase for staff. Autumn Lewis seconded. All in favor. Motion carried.

**Community Assessment:** Jennifer Parks informed the Policy Council that to begin the process of updating the Community Assessment, Southern Seven would like to explore the food insecurity in the seven counties. Jennifer has learned of some unique food distributions that are happening in the seven counties to help children have food over the weekend when school is not in session. Jennifer asked the Policy Council to complete a form she has created to include any other food distributions that may be happening in the seven counties so that it can be included in the Community Assessment. Also Jennifer, with J.P. Champion’s assistance, created a Survey Monkey questionnaire to send to doctor, dental, and other community agencies in the seven counties to gain more information for the Community Assessment. Jennifer may send this questionnaire to the Policy Council also. Another issue that will be included is the fact the Illinois is now ranked the second highest state behind New York in regards to people moving out of state.

**Self-Assessment:** Jennifer Parks informed the Policy Council that as a new administrator she will be receiving new administrator training which will include Self-Assessment. The process Southern Seven has been using in the past may change. Jennifer will share further information about this process at a later meeting.

### **Reports**

**Personnel Report:** Terri Stewart distributed and reviewed the Personnel Report. For the month of January, Southern Seven has no new employees, three terminations, and 18 other personnel changes. Vacancies at the following early learning centers are listed on the report: a

Teacher Aide at Anna; a Teacher at Cairo; a Teacher (waiting for fingerprints), Teacher Aide (waiting for fingerprints), a Custodian, and a Program Assistant (waiting for fingerprints) at Metropolis; and a Teacher Aide (waiting for fingerprints) at Mounds. The list of individuals being recommended for employment were reviewed. Ariel Arnett made a motion to approve the Personnel Report. Denise Pannel seconded. All in favor. Motion carried.

**Personnel Policy Update:** Terri Stewart distributed and reviewed the Bad Weather Policy. The current Bad Weather Policy has a three day limit on agency paid snow days. Southern Seven is recommending changing the policy so there will be no limit on agency paid snow days. Denise Pannel made a motion to approve the change in the Bad Weather Policy. Joe Nighswander seconded. All in favor. Motion carried.

**Financial Report:** J.P. Champion reviewed the financial reports that were included in the Policy Council packet mailed prior to the meeting. The Budget Comparison Report is from January 1, 2018 through October 31, 2018. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2018 through October 31, 2018. The Credit Card report is for the month of October and lists the following cards: First National Bank of Omaha; Wal-Mart; Lowes; Sam's Club; and Kroger. The Non-Federal Share (In-Kind) Report is for the month of October. Denise Pannel made a motion to approve the Financial Reports. Ariel Arnett seconded. All in favor. Motion carried.

**Attendance Report:** Sharity Gaddis distributed and reviewed the Attendance Report for the months of November and December. Denise Pannel made a motion to approve the November Attendance Report. Ariel Arnett seconded. Denise Pannel made a motion to approve the December Attendance Report. Ariel Arnett seconded. All in favor. Motion carried.

**Enrollment Report:** Sharity Gaddis distributed and reviewed the Enrollment Report for the month of January. Denise Pannel made a motion to approve the Enrollment Report. Shyan Ross seconded. All in favor. Motion carried.

**Recruitment Report:** Sharity Gaddis informed the Policy Council of recruitment plans and activities that are approaching. Southern Seven will be starting to take applications for the 2019-2020 School Year soon.

**Education Outcomes:** Janice HYTE distributed and reviewed the Education Outcomes for the Fall Collection Period for Teaching Strategies Gold Outcomes for Traditional and Early Head Start. An Education Staff training has been scheduled for February 11<sup>th</sup> during the monthly scheduled training day. Ariel Arnett made a motion to approve the Education Outcomes Report. Autumn Lewis seconded. All in favor. Motion carried.

**Center Updates:** Jennifer Parks showed a power point presentation to the Policy Council that shows what activities the sites have been participating in.

### **Questions/Concerns/Comments**

*None*

### **Next Meeting Date**

Wednesday, February 20<sup>th</sup>, 2019

**Adjournment**

Ariel Arnett made a motion to adjourn. Denise Pannel seconded. All in favor. Motion carried. Meeting adjourned at 10:20 a.m.

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Policy Council Chairperson