Call to Order
Denise Pannel called the meeting to order at 9:01 a.m.

Members Present
Candace Armstrong, Johnson Co. CR
Sharon Burris, Board of Health Crossover Rep.
Brandi Carl, Secretary, Johnson Co. PR
Leslie Cornelious-Weldon, Pulaski Co. CR
Linda Dickerson, Pulaski Co. PA
Denise Pannel, Chairperson, Pope Co. PR
Jennifer Warren, Hardin Co. CR

Staff Present
J.P. Champion, Financial Administrator
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 February 19, 2020 Policy Council meeting was included in the Policy Council packet mailed prior to the meeting. Brandi Carl made a motion to approve the minutes from February 19, 2020. Candace Armstrong seconded. All in favor. Motion carried.

Unfinished Business

New Business
COVID-19 Workforce Plan: Jennifer Parks stated that Southern Seven has a COVID-19 Workforce Plan in place. Terri Stewart reviewed the COVID-19 Workforce Plan and how this affects Southern Seven staff with the Policy Council. Jennifer shared information on how Southern Seven is providing meals for Head Start/Early Head Start families. Jennifer stated that a COVID-19 Survey will be given to families by phone. Brandi Carl made a motion to approve the COVID-19 Workforce Plan. Leslie Cornelious-Weldon seconded. All in favor. Motion carried.
Transportation Waiver: Jennifer Parks stated that each year Southern Seven is required to get approval from the Policy Council for the Transportation Waiver which includes the following sites: Hardin Co. & Pope Co. Leslie Cornelious-Weldon made a motion to approve the Transportation Waiver. Candace Armstrong seconded. All in favor. Motion carried.

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

Fishing Day: Jennifer Parks announced that the Fishing Day was canceled due to COVID-19.

Prevention Initiative Grant: Jennifer Parks shared information regarding the ISBE (Illinois State Board of Education) Prevention Initiative Grant. Jennifer asked for Policy Council approval to write for the Prevention Initiative Grant. Leslie Cornelious-Weldon made a motion to approve the writing for the Prevention Initiative Grant. Brandi Carl seconded. All in favor. Motion carried.

Nominate New Vice Chairperson: Jennifer stated that Brittany Crick, the Vice Chairperson for the Policy Council, was hired by Southern Seven Head Start so she can no longer serve on the Policy Council. Jennifer asked for volunteers from the Policy Council Members to replace Brittany. There were no volunteers at this time. This will be tabled until the next meeting.

Reports
Personnel Report: Terri Stewart reviewed the Personnel Report. For the month of March, Southern Seven had four new employees, four terminations, and seven 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: one Early Head Start Teacher (waiting for fingerprints) at Anna; a Cook (waiting for fingerprints) at Cairo; a Teacher Aide at Mounds; and the Head Start/Early Head Start Nurse & the Health & Nutrition Specialist (waiting for fingerprints) at the Administrative Office. Leslie Cornelious-Weldon made a motion to approve the Personnel Report. Candace Armstrong seconded. All in favor. Motion carried.

Questions/Concerns/Comments
None

Next Meeting Date
TBA

Adjournment
Leslie Cornelious-Weldon made a motion to adjourn. Brandi Carl seconded. All in favor. Motion carried. Meeting adjourned at 9:30 a.m.

Policy Council Chairperson