



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL MEETING MINUTES
Vienna Early Learning Center – Vienna, IL
October 17, 2018**



Call to Order

Connie Beck called the meeting to order at 9:05 a.m.

Members Present

Ariel Arnett, Massac Co. PR	Denise Pannel, Pope Co. PR
Connie Beck, Chairperson, Pope Co. CR	Shyan Ross, Pulaski Co. PR
Jessica Bowman, Alexander Co. CR	Roburta Russell, Union Co. PR
Sharon Burris, Board of Health Crossover Rep.	Kendra Vaughn, Pope Co. CR
Brenda Hall, Alexander Co. PR	Jennifer Warren, Hardin Co. CR
Autumn Lewis, Johnson Co. PR	

Staff Present

Michelle Carrillo & Ashley Fox, Health & Nutrition Specialist
J.P. Champion, Fiscal Officer
Sharity Gaddis, ERSEA Specialist
Nancy Holt & Rhonda Andrews-Ray, Executive Director
Angie Messmer, Early Childhood Administrator
Robyn Mize, Administrative Secretary
Jennifer Parks, Early Childhood Director
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 September 19, 2018 Policy Council meeting were included in the Policy Council packet mailed prior to the meeting. Denise Pannel made a motion to approve the minutes from September 19, 2018. Jessica Bowman seconded. All in favor. Motion carried.

Policy Council Orientation

Angie Messmer reviewed the roles and responsibilities of serving on the Policy Council. She informed the Policy Council that in December, the Board of Health and Policy Council jointly attend a training that explains the roles and responsibilities of each group. She explained that Southern Seven has put the Policy Council Orientation information on our agency website at www.southern7.org under the Home Tab; Agency Info; Board of Health/Policy Council Information. The following information is included: Southern Seven's Mission Statement; Values Statement; History/Overview; Organizational Chart; Fact Sheet; Comprehensive Services Overview; Head Start Program Goals; Definitions; Head Start Terms; Head Start and Child Care Similarities and Differences; Volunteering at Head Start; Administrative Staff; Locations; Head Start Program Performance Standards; Summary of Parent Questionnaires; School Readiness Goals; Community Assessment and the Strategic Plan.

Confidentiality Statement: Angie Messmer distributed and reviewed the Confidentiality Statement with the Policy Council. Each year we ask Policy Council members to sign this statement.

Reports

Personnel Report: Terri Stewart distributed and reviewed the Personnel Report. For the month of September, Southern Seven has two new employees, 12 terminations, and 39 other personnel changes. Vacancies at the following early learning centers are listed on the report: two Teachers at Cairo; a Teacher Aide at Cobden (waiting for fingerprints); a Teacher and Teacher Aide at Metropolis and a Teacher at Vienna (waiting for fingerprints). There is also a vacancy at the Administration Office for an Early Childhood Administrator as Angie Messmer's last day is October 26th. The list of individuals being recommended for employment were reviewed. These people have been interviewed, hired, sent for fingerprinting, and are waiting on background check results. Denise Pannel made a motion to approve the Personnel Report. Roburta Russell seconded. All in favor. Motion carried.

Interview Training: Terri Stewart conducted Interview Training for the Policy Council members who are parents. The laws on what you can and cannot ask during an interview were reviewed. If Policy Council members are interested in being a part of the interview process, complete the Interview Contact Information form and give it to Terri Stewart at the end of the meeting today.

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 August 31, 2018. The total revenue received was \$2,799,942 with expenses of the same. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2017 through August 31, 2018. The total revenue received was \$242,659; total expenses were \$251,727, which leaves a deficit of \$9,068. The Credit Card report is for the month of August 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 August and was presented. Denise Pannel made a motion to approve the Financial Reports. Jessica Bowman seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis distributed and reviewed the Attendance Reports for the Home Based Program for the months of July and August. In July, of the possible 247 visits there were 26 family cancellations which resulted in an average daily attendance of 90%. Denise Pannel made a motion to approve the July Home Based Attendance Report. Jessica Bowman seconded. All in favor. Motion carried. In August, of the possible 37 visits there were 4 family cancellations which resulted in an average daily attendance of 90%. Denise Pannel made a motion to approve the August Home Based Attendance Report. Jessica Bowman seconded. All in favor. Motion carried. Sharity Gaddis reviewed the Attendance Report for the month of September. Traditional Head Start's attendance was 88% and Early Head Start's was 89%. For Home Based of the possible 85 visits there were 16 family cancellations which resulted in an average daily attendance of 84%. Jessica Bowman made a motion to approve the September Attendance Report. Roburta Russell seconded. All in favor. Motion carried.

Enrollment Report: Sharity Gaddis distributed and reviewed the Enrollment Report for the month of October. Enrollment for Traditional Head Start is 337. Southern Seven is at 5% of the allowed 35% in near-low children and 6% of the allowed 10% in over-income children. Enrollment for Early Head Start is 85. Southern Seven is at 0% of the allowed 10% in over-

income children. Denise Pannel made a motion to approve the Enrollment Report. Jessica Bowman seconded. All in favor. Motion carried.

Eligibility Training: Sharity Gaddis distributed and reviewed information regarding the Eligibility Training. The Head Start Performance Standard 1301.5 requires Southern Seven to train the Policy Council and the Board of Health on the Eligibility Process. Each Policy Council Member was asked to sign a certificate stating that they have received Eligibility Training.

Health & Nutrition Report: Michelle Carrillo distributed and reviewed the Health and Nutrition Summary Report. This report reflects the following actions completed with the currently enrolled children as of October 12th:

- Dental Exams Completed – 239; Dental Treatments Needed – 69; Treatments Completed – 5
- Early Head Start Growth Assessments: Healthy Weight – 20; Underweight – 7; Overweight – 2; Obese – 5
- Head Start Growth Assessments: Healthy Weight – 184; Underweight – 13; Overweight – 59; Obese – 78
- Head Start Hearing: Passed – 248; Failed/Referred – 8; Rescreened – 70
- Head Start Vision: Passed – 294; Failed/Referred – 9; Rescreened – 34.

Denise Pannel made a motion to approve the Health & Nutrition Report. Jessica Bowman seconded. All in favor. Motion carried.

Community Assessment: Jennifer Parks reviewed and gave a brief explanation of the Community Assessment. Southern Seven is required to submit a complete Community Assessment every five years to match the five year grant cycle and complete an update each year. This year an update of the Community Assessment with the Continuation Grant to the Regional Office in Chicago was submitted. Denise Pannel made a motion to approve the 2017-2018 Community Assessment. Roburta Russell 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.

Child Outcomes & Monitoring Procedures: Jennifer Parks reviewed the child outcomes and monitoring procedures with the Policy Council. Southern Seven uses the Creative Curriculum with Teaching Strategies Gold and ChildPlus.Net as our database systems. The classroom observation tools we use are Early Childhood Environmental Rating Scale (ECERS)/Infant Toddler Environmental Rating Scale (ITERS) and the Classroom Assessment Scoring System (CLASS).

Self-Assessment: Angie Messmer distributed and reviewed the 2017 – 2018 Self-Assessment. The Self-Assessment is a year round process in which the program gathers data and information from various aspects of the services that are provided to children and families. The information is reviewed mid-year to determine if adjustments need to be made to service delivery to assure compliance with the Head Start Performance Standards and DCFS Licensing Regulations. Denise Pannel made a motion to approve the 2017 - 2018 Self-Assessment. Jessica Bowman seconded. All in favor. Motion carried.

Annual Report: Angie Messmer distributed and reviewed the 2017 – 2018 Head Start Annual Report. This report is brought to the Policy Council each year for approval as a

requirement of the Head Start Performance Standards. This report will be made available to the public and is posted on the agency website. It was noticed that Dongola Early Learning Center was left out of the Head Start locations section. This will be corrected. Denise Pannel made a motion to approve the 2017 - 2018 Head Start Annual Report. Jessica Bowman seconded. All in favor. Motion carried.

Community Members: Angie Messmer requests Policy Council approval on two new Community Representatives. Kendra Vaughn from the University of Illinois Extension Office will serve as the Pope County Community Representative. Jennifer Warren also from the University of Illinois Extension Office will serve as the Hardin County Community Representative. The other Community Representatives have volunteered to remain on the committee another year. Ariel Arnett made a motion to approve the new and current Community Representatives. Jessica Bowman seconded. All in favor. Motion carried.

Election of New Officers: Angie Messmer explained that each year we elect new officers to serve on the Policy Council. The officer positions up for nomination are: Chairperson, Vice Chairperson, and Treasurer. A brief description of each position was given. Jessica Bowman volunteered to be the Chairperson. Ariel Arnett made a motion to approve Jessica Bowman to serve as the Chairperson. Shyan Ross seconded. All in favor. Motion carried. Joe Nighswander was nominated to remain as the Vice Chairperson. Jessica Bowman made a motion to approve Joe Nighswander to remain as the Vice Chairperson. Denise Pannel seconded. All in favor. Motion carried. Ariel Arnett volunteered to be the Treasurer. Roburta Russell made a motion to approve Ariel Arnett to serve as the Treasurer. Shyan Ross seconded. All in favor. Motion carried.

New Business

Angie Messmer announced that Southern Seven will be having a Child & Adult Care Food Program (CACFP) Review on November 7th – 9th, 2018. Anna and Goreville Early Learning Centers will be reviewed. Southern Seven will also be having a Focus Area 1 Review on December 3rd – 7th, 2018. Southern Seven has received a letter from the Office of Head Start stating that they are reducing our Head Start enrollment goal which will include some funding. Southern Seven will be writing an appeal letter to explain why funding should remain at the same level. Southern Seven needs Policy Council approval to submit an appeal letter to the Office of Head Start. Jessica Bowman made a motion to approve the submission of an appeal letter to the Office of Head Start. Ariel Arnett seconded. All in favor. Motion carried.

Questions/Concerns/Comments

None

Next Meeting Date

Tuesday, November 20th, 2018.

Adjournment

Jessica Bowman made a motion to adjourn. Denise Pannel seconded. All in favor. Motion carried. Meeting adjourned at 12:00 p.m.