

Policy Council Minutes

Tuesday, September 27, 2011

The Summit Meeting Room – Mtn. Valley Bank, Dunlap

Members present: Lyne Garman (Hemlock Community Representative), Sabrina Ramsey (Griffith Creek Parent Member), Elizabeth Hayes (Dunlap Parent Member), Audry Yates (Lone Oak Parent Member), Liz Allen (Lone Oak Parent Alternate), Joan Broome (Lone Oak Community Representative), Rodney Easterly (Whitwell Community Representative), Amanda Caldwell (Jasper Parent Member), Crystal Hodo (Rigsby Community Representative), Christy Sears (Spring City Parent Alternate), Frieda Leonard (Spring City Parent Member), Monica Hyatte (Dayton Parent Member), Brittany Layne (Tracy City Parent Member) Barbara Brock (Tracy City Community Representative), Melissa King (Tracy City Parent Alternate), Beverly Jones (Altamont Parent Member), Don Reeves (Spring City Community Representative)

Staff present: Judy Graham (Head Start Director), Julie Tiller (Family and Community Partnerships Manager), Crystal Samples (Training Manager), Christy Vandergriff (Mentor Teacher), April Bowden (Jasper Family Partnership Assistant), Dianna Crotzer (Tracy City Family Partnership Assistant), Joyce Caldwell (Altamont Family Partnership Assistant), Laurie Hickman (Pikeville / Rigsby Family Partnership Assistant), Barentha Cox (Dayton Family Partnership Assistant), Barbara Smith (Whitwell Family Partnership Assistant)

Prior to meeting beginning at 12:15, training opportunities began at 8:45 with informal discussion. A presentation using a PowerPoint about our program and its goals and progress as they relate to the community assessment information found in our refunding package began at 9:15 a.m. In addition to general agency information, examples were provided related to program governance issues, the roles and responsibilities of the Policy Council, and confidentiality. A short break took place during the training session which concluded at 11:40 when lunch was provided for the group. Management staff

provided the training, including one team member who described her career that began as a Head Start parent volunteer.

- I. The meeting was called to order by Chair Crystal Hodo at 12:15. Prior to the introductions being made, Mentor Teacher Christy Vandergriff asked to present information related to hiring recommendations and personnel at centers. Hiring recommendations are noted on the agenda and were discussed previously. Applications and references were made available to members. It was noted that we have had three resignations this year and none were related to job performance issues but were due to personal needs or retirement. Introductions of the members were made, highlighting their reason for involvement or experiences working with the community related to being community representatives.

- II. The minutes of the August 23, 2011 meeting had been printed and distributed in the meeting notice. Following discussion was made by Sabrina Ramsey, seconded by Joan Broome that they be approved and be printed as distributed. The motion was approved on a show of vote cards.

- III. Old Business
Listed as old business was the Head Start refunding package, as the package on first reading had been approved at the previous meeting. The director noted that it is not our choice that our year of service is the calendar year, which begins January 1. This requires that our package be sent in to the regional office for receipt no later than October 1. Unfortunately it is a lot of information, especially for new members, so we try hard to work on the information over a period of time with the initial presentation at the August meeting. Some suggestions were made then by members there to include adding the strategic goal shown in the package related to childhood obesity. Most of the refunding information is included in the Policy Council training notebook, and information was highlighted and also referenced to handouts in today's meeting packet. A worksheet showing our

current year budget as well as the future projected funding distribution was utilized. The budget details in the package show the previous year budget, as well as the projected for 2012. (The final version format does not include as much information as provided related to comparisons.) The director focused on areas that are changed and the reason for the change, to include the increase in the salary line. She noted that this is due to the attainment of additional educational credentials or CDL bus driver licenses at the center level. Following the lengthy presentation, a motion was made by Frieda Leonard, seconded by Beverly Jones, to approve the refunding package as presented. The motion passed unanimously by show of member vote cards.

IV. New Business

A. Personnel Report

As discussed earlier in the meeting, the Policy Council must approve hiring recommendations and the initial job placement and position is shown in parentheses on the agenda. In a few cases, we have approved a second individual as a second choice since some prospective employees may decline the job offer. Following discussion, a motion was made by Lyne Garman, seconded by Monica Hyatte that Jennifer Hankins, Reeba "Danette" Hubbard, Teresia Bryant, Sandra Dykes, Marilyn Knight, and Samantha Taylor be approved as prospective hires. The motion was approved by show of member vote cards. The report also noted the resignation or retirement of former staff Mary Ann Mills, Teresa Ann Fitch, and Karen Revis. It was also noted that no employees are currently ending their six month introductory probation period.

B. Election of Officers

Due to the length of the meeting, the Head Start director noted that we could postpone the election as current office holders may serve until the meeting next month. Following discussion a motion was made by Rodney Easterly, seconded by Amanda Caldwell that the office holders currently place, Chair Crystal Hodo, 1st Vice Chair Sabrina Ramsey, 2nd Vice Chair Barbara Brock,

and Secretary Rhonda Sills be re-elected for another one year term. The position of Assistant Secretary would be filled at the meeting next month. Following discussion, vote was taken by show of member vote cards and the four individuals were re-elected. The director noted that this was very unusual to have some many returning officers, but last year we had almost all new members so several individuals have been re-elected to this school year's Policy Council. Included in the training information was discussion of conflict of interest and no conflicts related to members having relatives employed or doing business with the agency were noted.

V. Management Reports

In addition to the written reports provided, Family and Community Partnerships Manager Julie Tiller, Training Manager Crystal Samples, and Mentor Teacher Christy Vandergriff provided oral reports. The Head Start Director provided a brief update on the status of the federal funding and the federal budget process.

VI. Next meeting dates were discussed and it was agreed that Tuesday, October 25 is a likely best date.

VII. Recent informational memos are always available at www.eclkc.ohs.acf.hhs.gov which is linked to the agency's web page. The web page was presented during the training session. There is a recent memo on family engagement, and it will be included in the next meeting packet. Additional training material will also be pointed out to members leaving email addresses and with access at our centers.

VIII. Completion of child care reimbursement forms for eligible members and appropriate mileage claims were made during the lunch break. A motion was made to adjourn the meeting at 1:35. The director noted that our next meeting will certainly not be this lengthy, and instead staff will be available prior to the meeting start time of 10:00. The next meeting will include lunch at a local restaurant following the session.

Materials available: August 23, 2011 minutes, refunding package, budget reports to include credit card use report, ADA report to include meal counts, management reports, Policy Council Training Guide

Respectfully submitted by Chair Crystal Hodo
Prepared with staff support

Date approved at subsequent meeting