

Douglas-Cherokee Economic Authority, Inc. Head Start/Early Head Start

Policy Council Meeting Minutes

Thursday, February 1, 2024 | 10:00 a.m. | In Person Meeting

Meeting called to order by Clent Dunn
Type of meeting PC Monthly Meeting
Chairperson Clent Dunn
Note taker Emily Kelley
Called to order 10:02 a.m.

Attendees

Vice Chairperson: Angel Gibson
Secretary: Voted
Treasurer: Chasity Gibson
Total Members Present: 12
Quorum Met: Yes

AGENDA TOPICS

1. Welcome/Call to Order | Presenters: *Clent Dunn, Chairperson*

Presentation: Clent called the meeting to order and announced that the meeting had a quorum.

2. Literacy Reading | Presenter: *Tessie Crawford, Curriculum & Assessment Manager*

Presentation: Tessie read the book, "Kindness Makes Us Strong" by Sophie Beer.

3. DCEA Program Spotlight | Presenter: *Tonya Purkey, Ed Center Director*

Presentation: Tonya spoke about the After School Program provided at certain schools in Grainger, Hamblen, and Union Counties. This program is free to students who attend the schools where services are offered. She also spoke about the Teen Outreach Program that runs in conjunction with the After School Program. This program is offered in Hamblen and Hancock Counties. Tonya passed out handouts about the programs.

4. New Policy Council Members | Presenter: *Kristie Woolard, Parent Involvement Manager*

Presentation: Kristie announced that we have three new members who need approval to join the Policy Council.
Blount County: Scharanda Brock **Grainger County:** Dawn Brogden **Monroe County:** Jessica Burnett (Community Representative)

Clent called for a motion to approve the new members.

Motion to Approve by: Katie Caro, Cocke Co.
No Discussion.

Seconded by: Crystal Flatford, Union Co.
All in favor, motion carried.

Presentation: Kristie announced that the current secretary, Amanda Dotson, had to resign. Kristie asked for any nominations or volunteers interested in the secretary position. Taylor Courtney volunteered. No one was nominated. Clent called for a vote to elect Taylor Courtney as secretary of Policy Council.

Motion to Approve by: Katie Caro, Cocke Co.
No Discussion.

Seconded by: Jolean Lewis, Sevier Co.
All in favor, motion carried.

5. Approval of Minutes | Presenter: *Clent Dunn, Chairperson*

Presentation: Clent asked for approval of the Policy Council Meeting Minutes from January 4, 2024.

Motion to Approve by: Jolean Lewis, Sevier Co.
No Discussion.

Seconded by: Cindy Dockery, Monroe Co.
All in favor, motion carried

6. Personnel Report | Presenter: *Ginny Ritchea, HR Manager*

Presentation: Ginny gave the members copies of the Personnel Report. The Personnel Committee met on January 31, 2024 and did not have a quorum. Clent called for a motion to approve and ratify all hiring decisions.

Motion by to Approve by: Sheri Arden, Blount Co.
No Discussion.

Seconded by: Jolean Lewis, Sevier Co.
All in favor, motion carried.

7. Budget Report | Presenter: *Chasity Gibson, Finance Chairperson*

Presentation: Chasity announced that the Finance Committee met and approved the budget report.

Seconded by: Tamra Williamson, Cocke Co.
No Discussion.

All in favor, motion carried.

8. New Business

- **Community Spotlight | Presenter:** *Crystal Flatford, Purchasing Agent for Union County*

Presentation: Crystal gave insight on her role as a purchasing agent for Union County. She works in a small office where they oversee the budget, payroll, and community finance. They do this for the local EMS, Sheriff's Office, jail, and schools.

- **Recruitment for 2023-2024 | Presenter:** *Brittany Turner, Family Community Engagement Manager*

Presentation: Brittany gave a brief overview of the recruitment plans. We serve 888 children over 8 counties. A Recruitment Workshop is scheduled for February 2. Family advocates, area coordinators, and managers meet to discuss recruitment in each area and community needs. Approximately 53 percent of preschool age children are not enrolled in a Head Start or preschool program.

- **Selection Criteria | Presenter:** *Curt Amos, Director*

Presentation: Curt reminded everyone that the Selection Criteria is uploaded on the website and no changes have been made to the criteria. A point system is used to select children for the program. Clent called for a motion to approve the Selection Criteria.

Motion by to Approve by: Jolean Lewis, Sevier Co.
No Discussion.

Seconded by: Katie Caro, Cocke Co.
All in favor, motion carried.

- **EHS Outcomes | Presenter:** *Arlene Radcliff, Education Manager*

Presentation: Arlene shared a Power Point with information. She explained the data for Early Head Start outcomes collected in November. She began by sharing the EHS demographics. At the time the data was collected, there were 37 boys, 33 girls, 2 sets of twins, 17 dual language learners, 14 children with a diagnosed disability, and no expectant families. Our EHS program uses Partners for Healthy Babies curriculum. Arlene also shared the program level data for each learning objective. Language, literacy, and math scores are the lowest. Plans for professional development training will be made for training staff in areas that have the lowest scores.

- **Coaching & Professional Development | Presenter:** *Arlene Radcliff, Education Manager*

Presentation: Arlene used a Power Point presentation. She went over our program's coaching model. Coaching is mandated from the Office of Head Start. The coaching model must be researched based. We use the Practiced Based Coaching Model. Our Program has five Mentor Coach positions. Currently we only have three Mentor Coaches. There are two focus areas for Mentor Coaches: the value of play and scaffolding. Everything we do is tied to our School Readiness Goals.

- **Director's Report | Presenter:** *Curt Amos, Director*

Presentation: The Director's Report is located on the website. We still have not received a notice for the FA 2 review. We need approval to move classroom slots to the new Blount County facility. We are proposing to move all slots from Lanier, Fairview, Townsend, and Union Grove to the new facility. Curt met with the board to discuss a budget revision for the Blount County facility. We need approval to move up to \$20,000 from supplies to the equipment line. Clent called for a motion to approve the Director's Report, to move the proposed slots to the Blount County facility, and to complete the budget revision.

A discussion about the classrooms in Blount County that will not be moving to the new facility took place. These classrooms are Mentor, New Providence, and Southdowne.

Motion by to Approve by: Katie Caro, Sevier Co. **Seconded by:** Sheri Arden, Blount Co.
All in favor, motion carried.

9. Old Business

Presentation: Grant Preparation & Policy Council input took place. Managers discussed their area and written plans in front of the entire group. Written Plans are available for anyone to view.

- **Community Assessment | Presenter:** *Brittany Turner, Family Community Partnership Manager*
- **Area Discussions**
 - **Early Childhood Development & TSG Outcomes Update| Presenters:** *Tessie Crawford, Curriculum & Assessment Manager, Arlene Radcliff, Education Manager*
 - **Health/Mental Health/ Disabilities | Presenter:** *Billie Epps, Disabilities & Mental Health Manager, Lindsey Arnold, Health & Nutrition Manager*
 - **Family/Community Partnerships/ERSEA | Presenter:** *Brittany Turner, Family Community Partnership Manager, Kristie Woolard, Parent Involvement Manager*
 - **Fiscal/HR/Facilities | Presenters:** *Melody Cantrell, Finance Manager, Ginny Ritchea, HR Manager, Shannon Smith, Facilities & Maintenance Manager*
 - **Program Planning/T&TA/ Monitoring | Presenters:** *Aranda Pruitt, T/TA & Monitoring Manager, Curt Amos, Director*

13. In-Kind/MVP Award | Presenter: *Kristie Woolard, Parent Involvement Manager*

Presentation: Kristie announced the classrooms with the most In-Kind hours for the month of December.

Blount: Fairview

Cocke: Parrottsville

Grainger: Bean Station

Hamblen: Judson S. Hill/EHS 1

Jefferson: Cherokee

Monroe: Mt. Vernon 2

Sevier: Harrisburg

Union: Cross Creek

14. Adjournment | Presenter: *Kristie Woolard, Parent Involvement Manager*

Presentation: There was a drawing for two door prizes. Clent called for a motion to adjourn the meeting.

Meeting Adjourned: 12:56 PM

Information Provided Online Prior to Meeting

- February Meeting Agenda
- January Policy Council Meeting Minutes
- Personnel Activity Report
- Budget Report
- Vendor Activity Report
- In-Kind Report
- Parent Involvement Fund Report

- Board & Policy Council Report
- In-house Monitoring Form
- Policy Council Members
- Policy Council Officers

Secretary

Date