

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

## Policy Council Meeting Minutes

Thursday, December 7, 2023 | 10:00 a.m. | In Person Meeting

<b>Meeting called to order by</b>	Clent Dunn
<b>Type of meeting</b>	PC Monthly Meeting
<b>Chairperson</b>	Clent Dunn
<b>Note taker</b>	Emily Kelley
<b>Called to order</b>	10:00 a.m.

### Attendees

**Vice Chairperson:** Angel Gibson  
**Secretary:** Amanda Dotson  
**Treasurer:** Chasity Gibson  
**Total Members Present:** 13  
**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. Mindful Moments | Presenter: *Kristie Woolard, Parent Involvement Manager*

**Presentation:** Kristie reminded members that Section 4 of Active Parenting talked about memories and reflections, that is why you have the Christmas tree picture frame ornament to decorate with your family. Kristie encouraged everyone to use this as an opportunity to create a lasting memory that they can look back on years from now.

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

**Presentation:** Tessie read the book *The Life of a Little Cardboard Box*, by Nature Stories Recycling. She explained that the classrooms have a study about boxes. The PC members and classrooms received this book.

#### 4. DCEA Program Spotlight | Presenter: *Lydia de Santos, Bilingual Community Service Coordinator*

**Presentation:** Lydia introduced the Low Income Home Energy Assistance Program (LIHEAP). The LIHEAP program is part of the Douglas-Cherokee Economic Authority, Inc. agency. LIHEAP provides financial assistance for low-income families who may need help paying for their energy bill. This LIHEAP program serves Cocke, Grainger, Hamblen, Jefferson, Monroe, and Sevier Counties. Everyone received a handout on income guidelines, and application, lip balm, and a stress toy. Lydia provides bilingual assistance to Spanish speaking clients. Energy assistance is available to those with electric, wood, or kerosene heat. Counties not covered by DCEA LIHEAP program may have additional assistance through a different agency.

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

**Presentation:** Kristie announced that there are no new members.

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

**Presentation:** Clent asked for approval of the Policy Council Meeting Minutes from November 2, 2023.

**Motion to Approve by:** Angel Gibson, Sevier Co.  
**No Discussion.**

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

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

**Presentation:** Ginny gave everyone a copy of the report. The report is also uploaded to the website. The Personnel Committee met on December 6 to view the report, but the committee did not have a quorum. Clent called for a motion to approve and ratify all hiring decisions.

**Motion by to Approve by:** Angel Gibson, Sevier Co.      **Seconded by:** Jolean Lewis, Sevier Co.  
**No Discussion.**      **All in favor, motion carried.**

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## 8. Budget Report | Presenter: *Melody Cantrell, Finance Manager*

**Presentation:** Melody gave the Finance Committee members a copy of the budget report. The Finance Committee was scheduled to meet virtually on December 6 to review and approve the budget report, but no one attended the meeting. Curt asked that all members of each committee get with their committee to determine if a new day and time would work better to assure better attendance. Clent called for a motion to approve the budget report.

**Motion to Approve by:** Krista Warner, Sevier Co.      **Seconded by:** Katie Caro, Cocke Co.  
**No Discussion.**      **All in favor, motion carried.**

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## 9. Old Business | Presenter: *None*

**Presentation:** There was no old business.

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## 10. New Business

- **Community Spotlight | Presenter:** *Tamra Williamson, CHAD/Children's Special Services, Care Coordinator*

**Presentation:** Tamra provided handouts for everyone about some services provided by the Tennessee Department of Health. Tamra gave spotlight to the Community Health Access and Navigation in Tennessee (CHANT) program. This program started in 2014 and aims to serve pregnant mothers- adults age 21. This program offers resources and referrals to families to help support child development and assists in making sure that healthcare needs met. Other series provided by the Tennessee Department of Health include, Children and Youth with Special Health Care Needs (CYSNCN) and more. These services and more are available in all 95 counties in Tennessee.

- **Program Goals/Data Plan | Presenter:** *Emily Kelley, Assistant Director*

**Presentation:** Emily explained our data plan. The data plan is submitted with the grant and is a requirement. We are in year four of our five-year grant cycle. The data plan is modified as needed. Everyone was given a copy of the year four program goals. The goals must relate to school readiness. Goals are tracked and monitored.

- **Head Start Outcomes Report | Presenter:** *Tessie Crawford, Curriculum & Assessment Manager*

**Presentation:** Tessie provided an overview of the Head Start Program Outcomes Report for Fall 2023. A few highlights included, demographics. Currently there are 437 male children and 428 female children in the Head Start program. The program has 106 dual language learners and several children with known disabilities. This report includes 409 three-year-olds and 417 four and five-year-olds. Currently there are 38 African Americans, 674 White/Caucasians, 136 Hispanic, 2 Pacific Islanders, 3 Asians, and 108 biracial children. Family dynamics in this report include 480 children in a one-parent household, 385 in a two-parent household, 47 in foster care, and 48 in kinship care. Math and literacy scores are the two areas that are currently falling below expectation. During this part of the year, screenings for disabilities and referrals for concerns have been taking place. The full report will be available soon.

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

**Presentation:** The program did submit the carry over request to the Office of Head Start at the end of October and we are still waiting on approval. The Blount County facility will receive the majority of these funds. The program asked for a

low cost extension request mid-November. The extension will allow us to use funds to complete the Blount County facility project. Our program had the Classroom Assessment Scoring System (CLASS) review the week of October 30-November 3, 2023. Last month Curt reported to the Policy Council Committee of a classroom concern that stemmed from this assessment. The results are in and our scores did not put our program into re-competition. The Focus Area 2 (FA2) review will take place sometime this program year. The FA2 reviewers will meet with Policy Council members. The Policy Council members will be notified as soon as we know when the review will take place. Curt showed pictures of the Blount County facility project. The Laura J. Kress Angel Tree Grant deadline for classrooms to purchase toys from the children's wish list is December 8. The toys will be distributed on December 15. The counties included in this grant are Union, Grainger, Hamblen, and Cocke. Our program is currently at 99% enrollment. Attendance needs some work. We are currently below 80% average attendance. The last week of December is paid holidays for all employees. Curt also played the video of *The Three Little Pigs* as presented by some of our CO staff.

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**11. Parent Reports | Presenter:** *Kristie Woolard, Parent Involvement Manager*

**Presentation:** Kristie announced that she will give this report at the January Meeting.

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**12. 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 October.

<b>Blount:</b> Fairview	<b>Cocke:</b> Parrottsville	<b>Grainger:</b> Bean Station
<b>Hamblen:</b> North Hamblen 2/EHS 1	<b>Jefferson:</b> Shady Grove	<b>Monroe:</b> Mt. Vernon 1
<b>Sevier:</b> Harrisburg	<b>Union:</b> Cross Creek	

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

**Presentation:** An ugly sweater contest took place. The next meeting is scheduled to take place January 4, 2024. Clent called for a motion to adjourn the meeting.

**Motion to Approve by:** Angel Gibson, Sevier Co.      **Seconded by:** Jolean Lewis, Sevier Co.  
**No Discussion.**      **All in favor, motion carried**

**Meeting Adjourned: 12:15 PM**

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**Information Provided Online Prior to Meeting**

- December Meeting Agenda
- November 2023 Meeting Minutes
- Policy Council Officers and Committee Members
- Personnel Activity Report
- Budget Report
- Vendor Activity Report
- In-Kind Report
- Parent Involvement Funds
- Board and Policy Council Report

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Secretary

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Date