

Minutes
Douglas-Cherokee Head Start/Early Head Start
Policy Council
March20, 2025

Members Present

Casey Brown	Sierra Finley
Scharanda Brock	Jaimaine McNamara
Tina Patterson	Misty Busler
Danielle Smikle	Misti Eubanks
Krista Warner	Jessicia Walker
Melissa Logan	Kelly Ritenour

Members Not Present

Molly Scaff	Cheyenne Wright
Sheri Arden	Emily Galban
Tamra Williamson	Patrick Tackett
Jamie Jackson	Jessica Burnett
Carla Testerman	

Employees Present

Kristie Woolard	Aranda Pruitt
Curt Amos	Ginny Ritchea
Melody Cantrell	Emily Kelley
Arlene Radcliff	Jennifer Coopman
Billie Epps	Susan Frisbee

Guests Present

Haley Moore

Douglas-Cherokee Head Start/Early Head Start held a Policy Council Meeting on March 20, 2025, at Shoney's, located at 120 Sharon Dr. Dandridge, TN 37725.

Jessicia Walker, Chairperson, called the meeting to order at 10:17 AM and announced that we had a quorum.

Emily Kelley, Assistant Director, provided Literacy Reading with the book, *Penelope's Balloons* by Brooke Bourgeois.

Haley Moore, DCEA Grants Fiscal Manager, presented the DCEA Program Spotlight. She provided information about the Affordable Housing Program. For more information call 423-586-1494.

Kristie announced Misty Busler as the new Policy Council member for Cocke County. Jessica asked for approval of the new member. Jaimaine McNamara, Jefferson County, made the motion for approval and Scharanda Brock, Blount County, seconded the motion. The motion carried.

Jessica asked for the approval of February 6, 2025, Policy Council meeting minutes. The minutes are available to all Policy Council members on the website. Kelly Ritenour, Sevier County, made the motion for approval and Tina Patterson, Jefferson County, seconded the motion. The motion carried.

Old Business: Grant information presented by the management team and request for approval to submit the grant.

- Budget 2025-2026 -Melody Cantrell
- Community Assessment- Curt Amos
- Written Plans/Program Goals with Update- Emily Kelley
- Selection Criteria/Recruitment Updates -Jennifer Coopman
- Program Options/Slot Allocation- Curt Amos
- Parent/Community Grievance Procedure -Kristie Woolard
- Training Plan- Aranda Pruitt
- Self-Assessment/Program Improvement Plan- Aranda Pruitt

Jessica asked for approval to submit the grant. Krista Warner, Sevier County, made the motion for approval and Casey Brown, Blount County, seconded the motion. The motion carried.

Haley Moore brought the Agency Audit report and shared that the results were unqualified opinion-no deficiencies or concerns.

Sierra Finley, Clinch-Powell RC&D Intern, presented Community Spotlight. Sierra provided valuable information about Clinch-Powell Housing Solutions, a home repair program, and AmeriCorps. For more information email Sierra at sierra@clinchpowell.net.

Ginny Ritchea, Human Resources Manager, announced that the Personnel Committee met but did not have a quorum to ratify and approved all hiring decisions. Ginny presented the personnel report to all present Policy Council members. Ginny asked for approval and Jessica Walker, Hamblen County, made the motion for approval and Scharanda Brock, Blount County, seconded the motion. The motion carried.

Krista Warner, Treasurer, announced that the Finance Committee met and approved all budget and finance reports. Jessica asked for a second. Kelly Ritenour, Sevier County, seconded the motion. The motion carried.

Arlene Radcliff, Education Manager, shared the Early Head Start Child Assessment Outcomes Report for the mid-year.

Billie Epps, Disabilities and Mental Health Manager, provided information and handouts about the Free Appropriate Public Education and parent rights. Billie also shared the kindergarten

transition materials that are provided to each Head Start child going to kindergarten next school year.

Curt Amos, Program Director, presented the Director's Report.

- The report was uploaded to the website.
- The grant is in progress and must be submitted by April 1, 2025.
- Attendance is still low.
- Asking for approval of the COLA if it becomes available.
- Agency is working on the new salary scale.
- Parent complaints, grievance procedures, and staff qualification information were shared.

Kristie asked for approval of the Director's Report and action items. Kelly Ritenour, Sevier County, made the motion for approval and Jessica Walker, Hamblen County, seconded the motion. The motion carried.

Kristie presented the MVP awards for the classrooms with the most volunteer hours for January.

- Blount Maryville 4
- Cocke Newport 2
- Grainger Central Point
- Hamblen Learning Center 2/Early Head Start 1
- Jefferson Cherokee
- Monroe Madisonville
- Sevier Oak Cluster
- Union Maynardville

Jessica asked for approval to adjourn the meeting. Krista Warner, Sevier County, made the motion for approval and Casey Brown, Blount County, seconded the motion. The motion carried. The meeting adjourned at 12:34 PM.

Casey Brown, Secretary

**Douglas-Cherokee Head Start
Policy Council Officers and Committee Members
2024-2025**

Policy Council Officers

Chairperson: Jessica Walker

Vice Chair: Molly Scaff

Secretary: Casey Brown

Treasurer: Krista Warner

Personnel Committee

Blount County	Casey Brown
Cocke County	Jamie Jackson
Grainger County	Misti Eubanks
Hamblen County (FDY)	Emily Galban
Jefferson County	Jaimaine McNamara
Monroe County	Molly Scaff
Sevier County	Danielle Smikle
Union County	Cheyenne Wright

Finance Committee

Blount County	Scharanda Brock
Cocke County	Misty Busler
Hamblen County	Patrick Tackett
Hamblen County	Jessica Walker
Sevier County	Krista Warner

Douglas-Cherokee Head Start/Early Head Start

Policy Council Members

2024-2025

Blount County

Casey Brown – Personnel
Scharanda Brock – Finance
Sheri Arden – Community Rep (5)

Cocke County

Jamie Jackson – Personnel
Misty Busler – Finance
Tamra Williamson – Community Rep (2)

Grainger County

Misti Eubanks – Personnel
Sierra Finley – Community Rep

Hamblen County

Emily Galban (FDY) – Personnel
Patrick Tackett - Finance
Jessica Walker – Finance
Carla Testerman – Community Rep (2)

Jefferson County

Jaimaine McNamara – Personnel
Tina Patterson – Community Rep (2)

Monroe County

Molly Scaff – Personnel
Jessica Burnett – Community Rep (2)

Sevier County

Danielle Smikle – Personnel
Krista Warner – Finance
Kelly Ritenour – Community Rep

Union County

Cheyenne Wright – Personnel
Melissa Logan – Community Rep