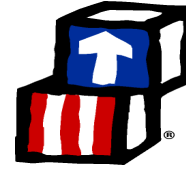




4C HS/EHS POLICY COUNCIL MEETING August 26, 2015



Parent Representatives

Chandrea Washington (by phone)
April Turner
Tina Johnson
Regina Johnson
DeAndre Jones
Yolanda Robinson

Representation

Rio Grande
Lawton
Orlando Day Nursery
Tennessee
Park Ave.
Pine Crest

Parent(s)

Gisel Suarez

Palm Plaza A

4C Head Start Staff

Gay DeLaughter
Yan Ingram
Renea Black
Lizandra Toro
Omayra Severino-Cordova
Janice Matos
Kathy Thorpe
Kim Hall
Luz Velez
Josefina Duran
Andre Ashley

Head Start Director
Program Manager
Chief Administrative Officer
HS Finance Analyst
HR Generalist
FCP Coordinator
Site Supervisor
Family Advocate
Site Supervisor
Family Advocate
Family Advocate

The meeting was called to order at 6:18 pm by April Turner, Policy Council Treasurer. April Turner also conducted the roll call; there were six parents present at the beginning of the meeting. There was an additional parent who attended the meeting after being invited by a teacher. There was no quorum, therefore meeting was conducted as informational, and no approvals were completed.

Action Items:

Approval of Agenda:

April Turner asked to review the agenda and if there were any questions. Janice Matos, FCP Coordinator stated that there were two Budget Amendments that were missing (HS Budget Amendment # 1 FY 15-16 and EHS Budget Amendment #1 FY 15-16); these would be discussed in the next meeting. In addition, the Policies and Procedures for Facilities, Materials and

Equipment would be discussed in the following meeting. There were no further changes to the agenda and there were no questions.

Approval of Meeting Minutes from July 26, 2015:

April Turner asked members to review minutes from the PC Meeting on July 26, 2015. There were no questions asked about minutes.

Approval of Executive Meeting Minutes from July 26, 2015:

April Turner asked members to review minutes from the Executive Committee Minutes on July 26, 2015. There were no questions asked about minutes.

Financial Statements:

HS Financial Statements – May

EHS Financial Statements – May

CCP Financial Statements – May

HS Budget Amendment # 8 FY 14-15

EHS Budget Amendment #8 FY 14-15

CCP Budget Amendment #2 FY 15-16

Lizandra Toro, HS Finance Analyst presented the summary of the Financial Statements for HS, EHS and EHS/CCP for the month of May, as well as the credit card information. In-Kind contributions for HS continue to be over by \$23, 706. There will be a budget revision to move funds within budget categories in an effort to utilize some of the carryover funding in projects. Regarding EHS cash and In-Kind were \$267, 840 under the required amount for the current program year. There is a need to continue to encourage volunteer participation. CCP cash and In-Kind were also under the required amount for the current program year. In-Kind is expected to increase once the program is fully staffed and fully operational. Ms. Toro presented the credit card statements for the month of May. There were no questions asked regarding the May statements and credit card information. Ms. Toro presented three budget amendments: HS Budget Amendment # 8 FY 14-15; EHS Budget Amendment #8 FY 14-15; and CCP Budget Amendment #2 FY 15-16. There were no specific questions regarding the budget amendments, April Turner had a question regarding CCP program and the status of the program. Janice Matos provided a brief summary of the current status of the program. Renea Black, Chief Administrative Officer stated that as of today as per Pat Frank, Chief Executive Officer there would be no enrollment until sites were completely checked and all necessary steps were in place. Janice Matos ensured that information was clear with everyone. There were no further questions regarding financial information.

HR Approvals:

Omayra Severino, HR Generalist presented the new hires and separations for HS/EHS HR during the month of July 2015. Ms. Severino also presented the CCP new hires and separations and the Policy Council Approvals Supplements also for July 2015. April Turner asked if it was possible to know the reason for involuntary separations from the agency and Ms. Severino

informed her that this information was confidential. There were no further questions regarding the HR reports.

Director's Report:

Gay DeLaughter, Head Start Director provided a HS/EHS/CCP information and updates and stated that the official Director's Report will be completed at a later date. At this time, site visits are being completed with Danya and OHS, as well as contracts for CCP are being discussed with potential providers. There have been reviews in several areas, one being ERSEA. Recruitment events are occurring on an ongoing basis, such as walk in Wednesdays and at other counties walk in Tuesdays and walk in Thursdays. There have been meetings and visits with potential partners, in order to ensure the goal of having all 280 slots filled in the new future. Modulars in Midway, North St and Pine Crest have had some delays and are pending inspections and DCF licensure. Other sites such as Lawton are up and running and other playgrounds have been partly upgraded and others will be improved or changed soon. Also several CCP providers will be opening soon, pending on materials and facility modifications. April Turner stated that Lawton looks amazing and that she was thankful for the improvements completed. Ms. DeLaughter thanked Ms. Turner for the compliment and stated that asked if there were any further questions. There were no further questions regarding the information presented by Ms. DeLaughter.

Discussion Items:

Information Memorandum:

Gay DeLaughter, Head Start Director explained the Information Memorandum (IM), which is provided by the Office of Head Start in regards to the CCP program. The three pages provided in the PC packet provide a summary of the CCP program and how the program runs. Ms. DeLaughter stated that there was more information on the website and that the full version document was available for review.

Other Business:

HS/EHS/CCP updates were listed in the agenda, but this topic was covered by Ms. DeLaughter in the Director's Report section of the meeting. Ms. Matos will contact the Executive Committee in order to schedule a meeting to review approval of pending items. Ms. DeLaughter encouraged members to participate and voice the importance of Policy Council participation to other parents.

Adjournment:

The meeting was adjourned at 6:54 pm, by April Turner. The next scheduled meeting will be on Wednesday, September 23, 2015 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.

