



4C HS/EHS POLICY COUNCIL MEETING
July 26, 2017



Parent Representatives

Maureen Mueller
Bianca Melendez
Joana Bonano (via phone)
Sakinah Bond-Johnson
Cynthia Vazquez (via phone)
Lakera West
Christina Robinson (via phone)
AnnMarie Alvarado

Jessica Adams
Colette Johnson-Thomas

Representation

PC Vice Chair/ UCP Pine Hills EHS
PC Secretary/Teddy Bear CCP
PC Treasurer/All About Kidz Oviedo
Teddy Bear CCP (non-voting parent)
Golden Bear CCP
Pine Crest HS
Light Years Ahead
Community Rep/Children's Home
Society
Community Rep/Career Source
Non Voting Member/Orange County
Head Start

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Percy Snyder
Maria Torres- Southern
Lizandra Toro
Vilmarie Gonzalez
Luisa Garcia Cursillo
Ruth Hernandez
Shantara Gibson

Head Start Director
Head Start Assistant Director
Program Manager
HS/EHS Finance Analyst
CCP Finance Analyst
HR Generalist
Senior Family Advocate
Site Supervisor
FCP Coordinator

The meeting was called to order at 6:10 pm by Policy Council Vice Chair, Maureen Mueller, the Roll Call was conducted by Policy Council Secretary, Bianca Melendez, and it was confirmed that a quorum was established.

Action Items:

Approval of Agenda:

Maureen asked members to review the agenda and if there were any questions. Maureen asked for a motion to approve the agenda with the added agenda items. **Motion to approve the agenda was made by Bianca Melendez. Seconded by Joana Bonano. Motion approved.**

Approval of Meeting Minutes from June 28, 2017:

Bianca Melendez asked members to review minutes from the PC Meeting on June 28, 2017. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Bianca Melendez. Seconded by Jessica Adams. Motion approved.**

Financial Statements and Budget Amendments:

HS Financial Statements – April
EHS Financial Statements – April
CCP Financial Statements – April

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of April, as well as the credit card statements. The cash and In-Kind contributions for HS were \$117,434 under the required amount for the current program year. EHS cash and In-Kind for the month of April were \$345,725 under the required amount for the current program year.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of April. CCP cash and In-Kind is \$378,814 under the required amount for the current program year. Training and Technical Assistance has been lower than budgeted for because all expenses expected to occur have not YTD. There were no questions regarding the CCP Financial Statements for April.

Lizandra Toro presented the Budget Amendment #9 for EHS-CCP FY 2016-2017. Ms. Toro explained that funds are being moved from office equipment, office expenses, and employee health and welfare, and will be moved to medical/dental supplies and employee training service. **Motion to approve the financial statements and amendment as presented was made by Bianca Melendez. Seconded by AnnMarie Alvarado. Motion approved.**

HR Approvals:

Vilmarie Gonzalez, HR Generalist, presented the new potential hires and separations and the Policy Council Approvals Supplemental for HS/EHS/CCP HR during the month of July 2017. There were no questions regarding the HR reports.

Motion to approve the HR reports for the month of June was made by Bianca Melendez. Seconded by Joana Bonano. Motion approved.

Director's Report:

Michelle Ferkovich, Head Start Assistant Director, presented the Director's report for the month of June. Mrs. Ferkovich stated that the HS and EHS/CCP programs are doing well with attendance and enrollment. The HS program is currently closed for the summer. The CCP program only has 5.37% of children with disabilities enrolled and will be submitting a disability

waiver. Mrs. Ferkovich stated that currently the EHS program has 96% of oral screenings completed and the CCP program has 98% of oral screenings completed. There were no questions regarding the Director's Report for June. **Motion to approve the Director's Report for June was made by Bianca Melendez. Seconded by Joana Bonano. Motion approved.**

Data Security Policy:

Shantara Gibson, FCP Coordinator, presented the Data Security Policy. Ms. Gibson explained that the new Performance Standards outlined the actions to be taken to ensure the protection of the confidentiality of any personally identifiable data. The program must also share with families the circumstances in which the program should notify families about when information may be shared with or without consent and with who. There were no questions regarding the Data Security Policy. **Motion to approve the Data Security Policy made by Bianca Melendez. Seconded by AnnMarie Alvarado. Motion approved.**

Adjournment:

Motion to adjourn was made by AnnMarie Alvarado and seconded by Bianca Melendez. Meeting was adjourned at 7:45pm. The next scheduled meeting will be on Wednesday, August 23, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.