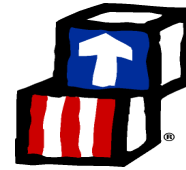




**4C HS/EHS POLICY COUNCIL MEETING**  
**June 28, 2017**



**Parent Representatives**

Maureen Mueller  
Bianca Melendez  
Joana Bonano (via phone)  
Cynthia Vazquez (via phone)  
Gwendolyn Cole  
Lesline Stone (via phone)  
Chekasha Richardson  
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  
Golden Bear CCP  
King's Academy CCP  
North Street HS  
Fifth Avenue  
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  
Hope Cranford  
Maria Torres- Southern  
Lizandra Toro  
Vilmarie Gonzalez  
Darlene McKinney  
Shantara Gibson

Head Start Director  
Program Manager  
HS/EHS Finance Analyst  
CCP Finance Analyst  
HR Generalist  
Family Advocate  
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 May 24, 2017:**

Bianca Melendez asked members to review minutes from the PC Meeting on May 24, 2017. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Bianca Melendez. Seconded by AnnMarie Alvarado. Motion approved.**

**Financial Statements and Budget Amendments:**

HS Financial Statements – March

EHS Financial Statements – March

CCP Financial Statements – March

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of March, as well as the credit card statements. The cash and In-Kind contributions for HS were \$139,861 under the required amount for the current program year. EHS cash and In-Kind for the month of March were \$318,437 under the required amount for the current program year.

Maria Torres- Southern presented Budget Amendment #12 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from unemployment expense, out-state travel, disability supply, audit, medical/dental/exams (care), mental health assessment (care), and other contractual lines. Funds will be moved to group insurance, meeting and conference, medical/dental supplies, consultants, contractors, other parent activities, parent activities, education training services, and vehicle expense. There were no questions regarding Budget Amendment #12 for HS.

Maria Torres- Southern presented the Budget Amendment #11 for EHS FY 2016-2017. Mrs. Torres- Southern explained that funds are being moved from payroll taxes, unemployment expense, classroom supplies, contractual lines, and telephone. The funds will be moved to group insurance, retirement, employee assistance plan, medical/dental supplies, cleaning supplies, repairs & maintenance equipment, EHS contractors, local staff travel, and vehicle expense. There were no questions regarding Budget Amendment #11 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of March. CCP cash and In-Kind is \$332,969 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 March.

Lizandra Toro presented the Budget Amendment #8 for EHS-CCP FY 2016-2017. Ms. Toro explained that funds are being moved from other equipment and will be moved to classroom supplies. Funds will also be moved from office expenses to medical/dental supplies.

**Motion to approve the financial statements and amendments as presented was made by Gwendolyn Cole. Seconded by Bianca Melendez. 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 June 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 AnnMarie Alvarado. Motion approved.**

### **Nutrition Policies and Procedures:**

Hope Cranford, Program Manager, presented the updated Nutrition Policies and Procedures. Mrs. Cranford stated that there were a couple minor changes, which included a new policy and procedure on handling food shortage and spoilage emergencies. There were no questions regarding the updated Nutrition Policies.

**Motion to approve the updated Nutrition Policies and Procedures was made by Bianca Melendez. Seconded by Joana Bonano. Motion approved.**

### **Director's Report:**

Gay DeLaughter, Head Start Director, welcomed everyone to the meeting and thanked them for coming out. Mrs. DeLaughter stated that the EHS and EHS/CCP programs are doing well with attendance and enrollment. HS was down in the last month with attendance. At this time, the HS and EHS programs are doing well with enrolling children with disabilities, but the CCP program only has 7.32% and will be submitting a disability waiver. Mrs. DeLaughter stated that currently the program only has 66% of dental screenings completed and that the programs have initiatives in place to bring these numbers up. There were no questions regarding the Director's Report for May.

**Motion to approve the Director's Report for May was made by Bianca Melendez. Seconded by Gwendolyn Cole. Motion approved.**

### **Head Start/Early Head Start/CCP COLA Applications:**

Maria Torres-Southern, Finance Analyst, presented to the Policy Council the HS/EHS COLA Application. Mrs. Torres-Southern explained that COLA approved for FY 17-18 is a 1% cost-of-living adjustment, which will increase staff salaries and fringe benefits as well as offsetting higher operating costs for the program. HS COLA approved amount is \$40,252 and EHS COLA approved amount is \$33,672. All HS/EHS employees will receive the 1% increase in their salary; a few positions will receive an adjustment in accordance with the recommendations based on the results of 4C's Wage Comparability Study. The remaining COLA funds will be used to pay for the corresponding fringe benefits, rent and other occupancy for operating costs which 4C anticipates will increase.

Lizandra Toro, Finance Analyst, presented to the Policy Council the EHS-CCP COLA Application. Mrs. Toro explained that COLA approved for FY 17-18 is a 1% cost-of-living adjustment, which will increase staff salaries and fringe benefits as well as offsetting higher operating costs for the program. EHS-CCP COLA approved amount is \$39,224. All EHS-CCP employees will receive the 1% increase in their salary; a few

positions will receive an adjustment in accordance with the recommendations based on the results of 4C's Wage Comparability Study. The remaining COLA funds will be used to pay for the corresponding fringe benefits, consulting services for education and Mental Health and Disabilities, operating costs which 4C anticipates will increase.

**Motion to approve the Head Start/Early Head Start, and CCP COLA Applications made by AnnMarie Alvarado. Seconded by Bianca Melendez. Motion approved.**

**CCP Continuation Application:**

Lizandra Toro, Finance Analyst, explained that the original CCP continuation application for program year 2017-2018 included a reduction of enrollment, but the revised application reflects a funded enrollment of 225. Ms. Toro explained that the additional 20 children can be placed at existing CCP sites.

**Motion to approve the revised CCP continuation application for program year 2017-2018 was made by Christina Robinson. Seconded by Bianca Melendez. Motion approved.**

**Revised CCP Budget Revision:**

Lizandra Toro explained to the Policy Council that the Budget Revision was initially approved by the Policy Council for funds to be used to purchase a box truck, but these funds will no longer be used to purchase the box truck. Ms. Toro explained that these funds will now be used to purchase classroom supplies. Funds will be moved from other equipment to supplies.

**Motion to approve the CCP revised Budget Revision for program year 2016-2017 was made by Bianca Melendez. Seconded by Gwendolyn Cole. Motion approved.**

**Parent Activity Funds Request:**

Shantara Gibson, FCP Coordinator, explained that the parent activity funds are set aside for the parents of each site to plan and develop an activity for them to participate in. Activities supported by the Parent Activity Fund include having a speaker present at a Parent Committee meeting and including parents on a field trip to the zoo. Ms. Gibson explained that the funds allocated are \$7 per child that is currently enrolled in the HS/EHS program and \$9 per child that is currently enrolled in the CCP program.

Rising Star of Longwood requested \$90 to attend The Orlando Science Center on July 8, 2017.

Dream Big requested \$72.00 to attend Central Florida Zoo and Botanical Gardens on July 8, 2017.

King's Academy CCP requested \$54.00 to attend The Orlando Science Center.

Kids Castle CCP requested \$54.00 to be used to purchase platters and beverages from the Great Wall Chinese Restaurant during a couponing class on July 14, 2017.

**Motion to approve the Parent Activity Funds Requests made by Bianca Melendez. Seconded by Gwendolyn Cole. Motion approved.**

Adjournment:

Motion to adjourn was made by Jessica Adams and seconded by Bianca Melendez. Meeting was adjourned at 7:45pm. The next scheduled meeting will be on Wednesday, July 26, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.