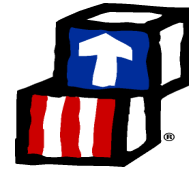




4C HS/EHS POLICY COUNCIL MEETING
September 28, 2016



Parent Representatives

Shanvay McClain (via phone)
David Kastner (via phone)
Bianca Melendez
Angela Hall
Olga Campos
Ermita Michel
Carolina Gil
Shona Campbell
Jorge A. Martinez Soto (via phone)
Melissa Smith
Maude Louis (via phone)

Representation

PC Chair/North Street
PC Vice Chair/Palm Plaza
Teddy Bear CCP
Pine Crest
Marina Cross
Pine Hills Preschool
Baker
Naomi Helligar
Golden Bear
Board Member
Community Partner/Central Florida
Urban League

4C Head Start Staff

Gay DeLaughter (via phone)
Percy Snyder
Hope Cranford
Maria Torres- Southern
Lizandra Toro
Vilmarie Gonzalez
Shantara Gibson
Damaris Manso
Kathy Thorpe
Sofia Rivera

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

The meeting was called to order at 6:20 pm by Shavnay McClain, Policy Council Chair. David Kastner, Policy Council Vice Chair conducted the roll call and it was confirmed that there was a quorum established.

Action Items:

Approval of Agenda:

Shavnay McClain asked to review the agenda and if there were any questions. Shavnay McClain asked for a motion to approve the agenda with the changes. **Motion to approve the agenda was made by David Kastner. Seconded by Carolina Gil. Approved**

Approval of Meeting Minutes from August 17, 2016:

Shavnay McClain asked members to review minutes from the PC Meeting on August 17, 2016. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by David Kastner. Seconded by Shona Campbell. Approved**

Financial Statements and Budget Amendments:

HS Financial Statements – June

EHS Financial Statements – June

CCP Financial Statements – June

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of June, as well as the credit card statements. The cash and In-Kind contributions for HS were \$170,678 under the required amount for the current program year. Food for children was higher than budgeted for because meal delivery costs were higher than anticipated. EHS cash and In-Kind for the month of June were \$317,751 under the required amount for the current program year. Medical, dental, speech therapy, and mental health/disabilities is lower than budgeted because Early Head Start funding is used when there are no other sources available to pay for these services. Several line items are showing lower than budgeted because the program needs are lower than initially projected. Lizandra Toro stated that the HS/EHS programs have still not received information regarding the Non Federal Share Waivers. There were no questions regarding the HS/EHS June financial statements.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of June. CCP cash and In-Kind is \$479,582 under the required amount for the current program year. Ms. Toro stated that Non Federal Share Waiver approval has not been received yet from the Office of Head Start. Several line items are lower than budgeted due to the program starting later than planned. Ms. Toro stated that the program is 94% completed. There were no questions regarding the CCP Financial Statements for June.

Lizandra Toro presented the Budget Amendment #3 for HS FY 2016-2017. Mrs. Toro explained that funds are being moved office expenses, web service hosting, and general insurance. Funds are being moved to budget lines medical/dental supplies, nutrition supplies, computer support, and director and office insurance. There were no questions regarding Budget Amendment #3 for HS.

Lizandra Toro presented the Budget Amendment #3 for EHS FY 2016-2017. Mrs. Toro explained that funds are being moved from office expenses, general insurance, repairs and maintenance/other occupancy. Funds are being moved to medical/dental supplies, nutrition

supplies, directors and officers insurance, and vehicle expenses. There were no questions regarding Budget Amendment #3 for EHS.

Lizandra Toro presented the Budget Amendment #1 2016-2017 for CCP. Ms. Toro explained that she moved funds from employee training services, other parent activities, temporary services, and repairs and maintenance. Funds were moved to budget lines out-of-state travel, meeting and conference, and classroom supplies. There were no questions regarding the Budget Amendment #1 for CCP.

Motion to approve the Financial Statements and Budget Amendments for June made by David Kastner. Seconded by Shona Campbell. Approved.

HR: Approvals:

Vilmarie Gonzalez, HR Generalist, presented the new hires and separations and the Policy Council Approvals Supplemental for HS/EHS HR during the month of August 2016. Mrs. Gonzalez stated that she would begin presenting a new HR Report that will include potential hires to the program. Mrs. Gonzalez stated that there were no hires or separations for the CCP program in the month of August. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of August was made by David Kastner. Seconded by Bianca Melendez. Approved.**

Director's Report:

Percy Snyder, Program Manager, presented the Director's Report for the month of August. Mr. Snyder stated that the Early Head Start program was fully enrolled and there are a couple more sites that are being opened. The program has asked for a reduction of enrollment for the CCP program based upon the budget and there are more sites being opened at this time. Mr. Snyder stated that these were a couple challenges for CCP enrollment. Attendance for Head Start and CCP were over the required percentage for the month of August, but Early Head Start did not. The attendance should increase being that summer is over and school is back in session. Mr. Snyder encouraged all parents to bring their children in and for them to encourage all other parents in the program to do the same. Mr. Snyder stated that the percentage of children with disabilities will begin low, but will rise as the program identifies the children with disabilities and refers them to the Local Education Agency. Mr. Snyder also reported the amount of breakfast, lunch, and snack served in the month of August. There were no questions regarding the Director's Report for August.

A motion to approve the Director's Report for August was made by David Kastner. Seconded by Carolina Gil. Approved.

Video Surveillance Policy:

Shantara Gibson, FCP Coordinator, presented the Video Surveillance Policy. Ms. Gibson stated that she sent out an invitation to review the Policies and Procedures and in that meeting, the Video Surveillance Policy was also reviewed. There was one parent that expressed interest in reviewing the documents, but she was not able to make the meeting this evening. Ms. Gibson reviewed some of the highlights of the Policy. Michelle Ferkovich, QA Coordinator, stated that the cameras were set up in the classrooms owned by the agency in August. A few parents and a community representative asked about the requirements of the contracted sites to have cameras and an option to view surveillance in their classrooms. Percy Snyder stated that if this is something that the Policy Council is interested in speaking about and going forward with, a discussion can be had with the management staff to be presented back to the Policy Council. There were no further questions regarding the Video Surveillance Policy. **A motion to approve the Video Surveillance Policy was made by David Kastner. Seconded by Bianca Melendez. Approved.**

Child Health & Safety Policies & Procedures:

Shantara Gibson, FCP Coordinator, presented the updated Child Health & Safety Policies & Procedures. Ms. Gibson stated that there was language added to the Policy that includes all programs and the responsibility of staff. Ms. Gibson reviewed all of the changes page by page. There were no questions regarding the Child Health & Safety Policies & Procedures. There were no questions regarding the Policies & Procedures. **A motion to approve the Child Health & Safety Policies & Procedures was made by David Kastner. Seconded by Olga Campos. Approved.**

Discussion Items:

Program Instruction ACF-PI-HS-16-04

Hope Cranford, Program Manager, presented the Program Instruction issued on September 1, 2016. The Information Memorandum was issued to introduce the updated Performance Standards. Mrs. Cranford reviewed the key changes of the Performance Standards, which includes programs over time, offering longer service duration, which our program already offers for Head Start. Mrs. Cranford stated the Policies and Procedures are being updated as the Performance Standards are being read through. There were no questions regarding the program Instruction.

Adjournment:

The meeting was adjourned at 7:27 pm, by Shavnay McClain. The next scheduled meeting will be on Wednesday, October 26, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.