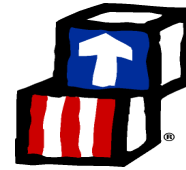




4C HS/EHS POLICY COUNCIL MEETING
August 17, 2016



Parent Representatives

Shanvay McClain
David Kastner
Bianca Melendez
Joana Bonano
Angela Hall
Pauline Perkins
Maude Louis (via phone)

Representation

PC Chair/North Street
PC Vice Chair/Palm Plaza
Teddy Bear CCP
All About Kidz Oviedo
Pine Crest
Fifth Avenue
Community Partner/Central Florida
Urban League

4C Head Start Staff

Gay DeLaughter
Percy Snyder
Maria Torres- Southern
Lizandra Torro
Omayra Severino-Cordova
Shantara Gibson
Damaris Manso
Luz Velez
Sofia Rivera

Head Start Director
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. Shavnay McClain also 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 Angela Hall. Approved**

Approval of Meeting Minutes from July 27, 2016:

Shavnay McClain asked members to review minutes from the PC Meeting on July 27, 2016. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by David Kastner. Seconded by Bianca Melendez. Approved**

Financial Statements and Budget Amendments:

HS Financial Statements – May

EHS Financial Statements – May

CCP Financial Statements – May

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of May, as well as the credit card statements. The cash and In-Kind contributions for HS were \$209,183 under the required amount for the current program year. There is a need for an increase in volunteering in the classrooms and to increase the volunteering activity with the community partners. 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 April were \$345,129 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. Parent and child activities are lower than budgeted because activities are normally scheduled at the end of the year. Several line items are showing lower than budgeted because the program needs are lower than initially projected. Mrs. Torres Southern 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 May financial statements.

Maria Torres-Southern presented the Head Start Budget Amendment #11 for HS FY 2015-2016. Mrs. Torres-Southern explained that funds are being moved from PNC HS to miscellaneous revenues/contributions and in-kind contributions. Funds were also moved from classroom supplies, repairs and maintenance/building, utilities, phone, parent activities, child activities, other parent activity, printing, and directory/advertising to repairs and maintenance/equipment, insurance, local staff/mileage, employee morale/incentive, and non-cash revenue (in-kind contribution). There were no questions regarding Budget Amendment #11 for HS.

Maria Torres-Southern presented the Budget Amendment #9 for EHS FY 2015-2016. Mrs. Torres-Southern explained that funds are being moved from miscellaneous revenue/contributions and PNC to in-kind contributions. Funds were also moved from office expense, classroom supplies, and medical/dental/supplies to office equipment and non-cash revenue (in-kind contributions). There were no questions regarding Budget Amendment #9 for EHS.

Maria Torres-Southern presented the Budget Amendment #2 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from repairs and maintenance to computer support. There were no questions regarding Budget Amendment #2 for HS.

Maria Torres-Southern presented the Budget Amendment #2 for EHS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from repairs and maintenance to computer support. There were no questions regarding Budget Amendment #2 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of May. CCP cash and In-Kind is \$472,420 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 89% completed. There were no further questions regarding the CCP Financial Statements for May.

Lizandra Toro presented the Budget Amendment #12 2015/2016 for CCP. Ms. Toro explained that she moved funds from consultant to web service and temporary services. Funds were also moved from other parent activities to telephone expenses. There were no questions regarding the Budget Amendment #12 for CCP.

Motion to approve the Financial Statements and Budget Amendments for May made by David Kastner. Seconded by Bianca Melendez. Approved.

HR: Approvals:

Omayra Severino-Cordova, HR Generalist, presented the new hires and separations and the Policy Council Approvals Supplemental for HS/EHS HR during the month of July 2016. Mrs. Severino-Cordova stated that there were no hires or separations for the CCP program in the month of July. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of July was made by David Kastner. Seconded by Joana Bonano. Approved.**

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's Report for the month of July. Mrs. DeLaughter stated that some of the numbers look low because the Head Start program was out for the summer. The Disability waiver was withdrawn because the 10% was reached on the last day of the program year. The CCP program continues to enroll so the enrollment, attendance, screenings, immunizations, and physicals have been really good. Screenings percentages for Head Start are low because of the program being out for the summer. The children that had those screenings have transitioned out of the program and we are enrolling more children. Mrs. DeLaughter stated that the enrollment numbers for the program will look better next month because school is back in. There were no questions regarding the Director's Report for July.

A motion to approve the Director's Report for July was made by David Kastner. Seconded by Joana Bonano. Approved.

CCP Expansion Application:

Gay DeLaughter, Head Start Director, explained to the Policy Council that during the meeting in July the application to expand the CCP program was discussed. Mrs. DeLaughter also explained what the CCP program is intended to do. During the Obama administration, there was \$500 million for new Early Head Start slots and 4C Head Start/Early Head Start applied for a portion of those dollars and now the program is applying for additional dollars. There is about \$135,000 dollars remaining and the program would like to utilize the dollars to offset the almost 1,200 children that are on the School Readiness Child Care waiting list. With these dollars the program will be able to serve an additional 175 children and their families. We have identified about 13-25 partners to provide services. The program will need an approximately 25 classrooms and it will still be year-round, for a minimum of 48 weeks and 10 hours a day which is required. The program will serve Orange County only because this is where the greatest need of service is. The program is asking for an additional \$3,045,000 where the cost per child is \$17,400 per year. Mrs. DeLaughter stated that the program is presenting the proposal to the Policy Council for approval to be submitted on August 24, 2016. **A motion to approve the CCP Expansion proposal and application was made by David Kastner. Seconded by Joana Bonano. Approved.**

Adjournment:

The meeting was adjourned at 7:25 pm, by Shavnay McClain. The next scheduled meeting will be on Wednesday, September 28, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.