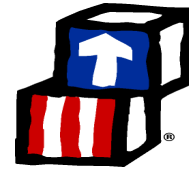




**4C HS/EHS POLICY COUNCIL MEETING**  
**September 27, 2017**



**Representatives**

Nourphit Pierre  
Maureen Mueller  
Bianca Melendez (via phone)  
Joana Bonano (via phone)  
Christina Vasquez (via phone)  
Lesline Stone (via phone)  
Chekasha Richardson  
Veronica Monts (via phone)  
April Turner  
AnnMarie Alvarado

Brenda Miller (via phone)  
Jessica Adams  
Chandrea Washington  
Pat Sterrick

**4C Head Start Staff**

Gay DeLaughter  
Michelle Ferkovich  
Hope Cranford  
Percy Snyder  
Maria Torres- Southern  
Vilmarie Gonzalez  
Andre Ashley  
Ruth Hernandez  
Lourdes Cordero  
Shantara Gibson

**Representation**

PC Chair/My Destiny Academy CCP  
PC Vice Chair/ UCP Pine Hills EHS  
PC Secretary/Teddy Bear CCP  
PC Treasurer/All About Kidz Oviedo  
Golden Bear CCP  
North Street HS  
Fifth Avenue  
Hartage CCP  
Lawton  
Community Rep/Children's Home  
Society  
Community Rep/Nemours  
Community Rep/CareerSource  
Parent/Frontline Outreach  
Potential Community Rep

Head Start Director  
Head Start Assistant Director  
Program Manager  
Program Manager  
HS/EHS Finance Analyst  
HR Generalist  
Family Advocate  
Site Supervisor  
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 Vice Chair, Maureen Mueller, and it was confirmed that a quorum was established.

**Action Items:**

**Approval of Agenda:**

Nourphit Pierre, Policy Council Chair, asked members to review the agenda and if there were any questions. Nourphit asked for a motion to approve the agenda with the added agenda items. **Motion to approve the agenda was made by Joana Bonano. Seconded by Jessica Adams. Motion approved.**

**Approval of Meeting Minutes from August 23, 2017:**

Bianca Melendez asked members to review minutes from the PC Meeting on August 23, 2017. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Joana Bonano. Seconded by AnnMarie Alvarado. Motion approved.**

**Financial Statements and Budget Amendments:**

HS Financial Statements – June  
EHS Financial Statements – June  
CCP Financial Statements – June

Maria Torres-Southern, HS/EHS 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 \$104,790 under the required amount for the current program year. EHS cash and In-Kind for the month of May were \$323,805 under the required amount for the current program year.

Mrs. Torres-Southern presented the summary of the Financial Statements for CCP for the month of June. CCP cash and In-Kind is \$497,217 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 June.

Maria Torres- Southern presented the Budget Amendment #1 for HS FY 2017-2018. Mrs. Torres- Southern explained that funds are being moved in the categories of Telephone into repairs and maintenance. There were no questions regarding Budget Amendment #1 for HS.

Maria Torres- Southern presented Budget Amendment #1 for EHS FY 2017-2018. Mrs. Torres-Southern explained that funds are being moved in the categories of office supplies, education material, and local staff travel. Funds are being moved to classroom supplies, office equipment, nutrition supplies, and employee screening. There were no questions regarding Budget Amendment #1 for EHS.

**Motion to approve the financial statements and amendment as presented was made by Maureen Mueller. Seconded by Chekasha Richardson. 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 August 2017. There were no questions regarding the HR reports.

**Motion to approve the HR reports for the month of August was made by Chekasha Richardson. Seconded by Joana Bonano. Motion approved.**

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

Gay DeLaughter, Head Start Director, presented the Director's report for the month of August. Mrs. DeLaughter stated that the HS program currently has some sites closed due to construction so the enrollment will reflect that. At this time the EHS program is fully enrolled and the CCP program is currently enrolling. Mrs. DeLaughter stated that currently the programs are on track to complete all the required screenings. There were no questions regarding the Director's Report for August. **Motion to approve the Director's Report for August was made by AnnMarie Alvarado. Seconded by Brenda Miller. Motion approved.**

### **Human Resources Policies and Procedures:**

The Human Resources Policies and Procedures were presented to the Policy Council for approval. There were no questions regarding the updated Policies and Procedures. **Motion to approve the Human Resources Policies and Procedures was made by Christina Vasquez. Seconded by Chekasha Richardson. Motion approved.**

### **Child Health and Status Policies and Procedures:**

The Child Health and Status Policies and Procedures were presented to the Policy Council for approval. There were no questions regarding the updated Policies and Procedures. **Motion to approve the Child Health and Status Policies and Procedures was made by Christina Vasquez. Seconded by Chekasha Richardson. Motion approved.**

### **Head Start/Early Head Start Change of Scope:**

Gay DeLaughter, Head Start Director, presented the 2017-2018 Head Start Early Head Start Change of Scope. Mrs. DeLaughter explained that the change of scope is being presented for approval because the program is providing Home Based services to pregnant moms and the application has not been submitted as a combined program. This is the correct way to identify the program. The second reason is due to North Street being temporarily closed and families have agreed to participate in the Home Based component. **A motion to approve the 2017-2018 Head Start/Early Head Start Change of Scope was made by Joana Bonano. Seconded by Christina Vasquez. Motion approved.**

**Adjournment:**

Motion to adjourn was made by Jessica Adams and seconded by Joana Bonano. Meeting was adjourned at 7:00pm. The next scheduled meeting will be on Wednesday, October 25, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.