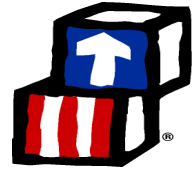




4C HS/EHS/CCP Policy Council Meeting  
December 18, 2019



**Representatives**

Wesley Turner

Clara Padilla

Geraldo Rodriguez

Melissa Koterba

Johana Caceres

Nouran Barakat

AnnMarie Alvarado

Naziha Shoumar

Christian Ramsay

Lakeshia Jordan

Stephanie Shelton

**4C Head Start Staff**

Gay DeLaughter

Tanya Hall

Jaena Ferguson

Devon Jankowski

Emilio Miranda

Vilmarie Gonzalez

Glendisha Wells

**Representation**

PC Treasurer/Lake Mary

Bilingual

Baker

Little Angels

Coqui

My Little Castle

Community Rep.-CHS

Rio Grande

Rio Grande

Pine Hills

Apopka Child Academy

Program Director

Sr. Program Manager

Health & Nutrition Coord.

Finance Analyst

Finance Analyst

HR Generalist

HR Generalist

The meeting was called to order at 6:07 PM by Policy Council Treasure Wesley Turner. Roll call was conducted, and it was determined quorum was established.

**Action Items:**

**Agenda:**

Wesley Turner, Policy Council Treasure, asked members to review the agenda and if there were any questions. There were no questions regarding the agenda. **Motion to approve the agenda was made by Stephanie Shelton. Seconded by AnnaMarie Alvarado. Motion approved.**

**Meeting Minutes:**

Wesley Turner, Policy Council Treasure, asked members to review minutes from the meeting on November 20, 2019. There were no questions asked about the minutes.

**Motion to approve the meeting minutes was made by AnnMarie Alvarado. Seconded by Melissa Koterba. Motion approved.**

**Financial Statements:**

Emilio Miranda, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **September**, as well as the credit card statements. Mr. Miranda reviewed all credit card statements for the month of September. The credit card statements included Centennial Bank, Citgo, Home Depot, and Walmart expenses. **Motion to approve the Financial Statements, and Credit Card Statements as presented was made by Johana Caceres. Seconded by Melissa Koterba. 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 November 2019. Glendisha Wells, HR Generalist, presented the new potential hires and separations and the Policy Council Approvals Supplemental for Expansion during the month of November 2019. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of November was made by Johana Caceres. Seconded by Stephanie Shelton. Motion approved.**

**Director's Report:**

Gay DeLaughter, Head Start Director, presented the Director's report for the month of November. The program is fully enrolled in Early Head Start and new sites are needed for Head Start and CCP. Expansion program has not yet opened, but temporary sites are being contacted. Attendance numbers are looking good in Head Start and CCP. Early Head Start attendance has been under the 85% requirement for over one month. Strategies will be put in place to get the percentage up. Screening numbers are good and disabilities numbers continue to increase. **Motion to approve the Director's Report for November was made by AnnMaire Alvarado. Seconded by Stephanie Shelton. Motion approved.**

**ACF-IM-HS-19-05**

Gay DeLaughter, Head Start Director, presented the Office of Head Start ACF-IM-HS-09-05 regarding accounting and reporting capital leases. As the memorandum applies to capital leases, 4C is in compliance with standards and classifications.

**Parent Activity Fund Request:**

Tanya Hall, Senior Program Manager of Comprehensive Services, presented a request on behalf of Pine Hills Preschool to attend the zoo on January 10, 2019 as the voted parent activity. The amount requested is \$98.00. **Motion to approve the parent activity fund for Pine Hills Preschool was made by Lakeshia Jordan. Seconded by Melissa Koterba. Motion approved.**

### **Policy Council ByLaws:**

Tanya Hall, Senior Program Manager of Comprehensive Services, presented the requested addition to the Policy Council ByLaws regarding termination of membership. The addition would be noted as 3.4.3 stating: Attendance is tracked via ChildPlus and absentees, whether excused or unexcused, will be tracked on the Policy Council meeting minutes. Tanya Hall stated that during the conference meeting with Policy Council Representatives that the request was made in effort to better track active representatives and increase participation. **Motion to approve the proposed addition to the Policy Council ByLaws was made by Johana Caceres. Seconded by Christian Ramsay. Motion approved.**

### **Upcoming Trainings and Conferences:**

Gay DeLaughter, Head Start Director, stated that the NHSA Parent and Family Engagement Conference was informative and a success. The PC Chair, Senior Program Manager, and ERSEA Coordinator attended. Mrs. DeLaughter shared with the Policy Council that the Region IV Conference will be held in February 2020 in Orlando, FL. She also informed the Policy Council that they are encouraged to attend conferences and trainings when they are made available.

### **Public Comment:**

Wesley Turner, Policy Council Treasure, asked members they had any public comments. There were no comments.

### **Adjournment:**

Meeting was adjourned at 6:43 pm. The next scheduled meeting will be on Wednesday, January 22, 2020 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by AnnMarie Alvarado. Seconded by Christian Ramsay. Motion approved.**