



4C HS/EHS/CCP Policy Council Meeting
January 22, 2020



Representatives

Aquila Drayton
Wesley Turner
Clara Padilla
Geraldo Rodriguez
Johana Caceres
AnnMarie Alvarado
Christian Ramsay
Monique Dorman
Destiny Landry

APPROVED POLICY COUNCIL
Aquila Drayton
NAME
2/26/20
DATE

Representation

Policy Council Chair/AGR
Policy Council Treasurer/LMB
Baker
Little Angels
My Little Castle
Community Rep.-CHS
Rio Grande
Altamonte
Teddy Bear

4C Head Start Staff

Gay DeLaughter
Jaena Ferguson
Tatiana Gonzales
Krystle Young
Emilio Miranda
Vilmarie Gonzalez

Program Director
Health & Nutrition Coord.
ERSEA Coordinator
FCP Coordinator
Finance Analyst
HR Generalist

The meeting was called to order at 6:10pm by Policy Council Chair Aquila Drayton. Roll call was conducted, and it was determined that quorum was established.

Action Items:

Agenda:

Aquila Drayton, Policy Council Chair, asked members to review the agenda, and she asked if there were any questions. Gay DeLaughter, Program Director, amended the agenda. She deleted the ERSEA Policies and Procedure Section VIII and stated that it would be reviewed at a later time. There were no questions regarding the agenda.

Motion to approve the agenda was made by Destiny Landry. Seconded by Johana Caceres. Motion approved.

Meeting Minutes:

Aquila Drayton, Policy Council Chair, asked members to review minutes from the meeting on December 18, 2019. There were no questions asked about the minutes.

Motion to approve the meeting minutes was made by Christian Ramsay. Seconded by Monique Dorman. Motion approved.

HS/EHS/CCP/EXP Budget & Financial Statements:

Emilio Miranda, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, CCP, and EXP for the month of **October**, as well as the credit card statements. Mr. Miranda reviewed all credit card statements for the month of October. 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 Wesley Turner. Seconded by Monique Dorman. Motion approved.**

Non-Federal Share Waiver Expansion:

Gay Delaughter, Program Director, explained why a waiver will be needed for the expansion. She stated that 20% of the budget for a program must be raised in in-kind. When sufficient funds haven't been raised, a request for a waiver is submitted. The expansion classrooms are in the process of opening, therefore in-kind has not been collected as of yet. However, the expansion classrooms should start generating in-kind very soon. **Motion to approve the Nonfederal Share Waiver was made by Wesley Turner. Seconded by Monique Dorman.**

Budget Revisions:

Emilio Miranda, Finance Analyst, explained that due to construction being behind schedule for the expansion, the money allotted for rent has been negatively affected. The finance department would like to move money from one line to another to account for these unexpected costs. **Motion to approve the Budget Revisions was made by Wesley Turner. Seconded by Destiny Landry.**

HR Approvals- January:

Vilmarie Gonzalez, HR Generalist, presented the approval of hiring and separation of HS/EHS personnel and EXP personnel during the month of December 2019. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of December was made by Monique Dorman. Seconded by Christian Ramsay. Motion approved.**

2020/2021 Weight Scale Approval:

Tatiana Gonzalez, ERSEA Coordinator, presented the revised 20/21 eligibility weight scale versus the current 19/20 eligibility weight scale for comparison. She reviewed the changes that have been made to the weight scale, which are the following: Under Section A. Categorically Eligible, the Homeless and Foster Care options were increased by 100 points per Children's Home Society's recommendation. They are now worth 500 points each to ensure that applicants having to deal with these situations are receiving the highest available points. Under Section D. Disability, those diagnosed with an IEP/IFSP, or those who have a disability diagnosis from a licensed professional, or those who have a suspected disability will now receive a 50 point increase in previous points. These additional points are being allotted with the intent of increasing the number of children with disabilities to ensure the 10% disability mandate is attained. Under Section E. Risk Factors, "Domestic Violence/Spouse Violence (documented)" was changed to

"Domestic Violence or Victim of Human Trafficking (documented)". This is due to the vast increase in the number of individuals who have been victims of human trafficking. Under the same section, "Mental Illness (documented)" was changed to "Mental Illness or Disabled (documented)". This is to help parents who are disabled (blind, deaf, etc...), but whose disability wouldn't be appropriately classified under the mental illness category. Under the same section, "Refugee/Political Asylum/Immigrant (documented)" was changed to "Refugee/Political Asylum/non-US Citizen (documented)". This change was made to avoid confusion around the definition of the term "immigrant". There were questions as to whether an immigrant would classify as someone who recently migrated to the states or someone who has been in the United States for some time. **Motion to approve the Weight Scale for 20/21 was made by Wesley Turner. Seconded by Christian Ramsay. Motion approved.**

Director's Report- December:

Gay DeLaughter, Program Director, presented the Director's report for the month of December. Enrollment in all programs is good. Attendance numbers are low except for in the CCP program. She stressed the importance of attending parent meetings and urged parents to ensure that their children are attending their classes regularly. **Motion to approve the Director's Report for December was made by Wesley Turner. Seconded by Monique Dorman. Motion approved.**

Community Partner Council Representative

Gay DeLaughter, Program Director, asked the Policy Council to vote AnnMarie Alvarado, Certified Infant Toddler Developmental Specialist at Children's Home Society, back in as Community Partner Council Representative. Ms. Alvarado has submitted her application. She stated that Ms. Alvarado has been a devoted and valuable community partner for three years. **Motion to approve AnnMarie Alvarado as Community Partner Council Representative was made by Monique Dorman. Seconded by Wesley Turner. Motion approved.**

Parent Activity Fund Request:

Krystle Young, Family and Community Partnership Coordinator, was welcomed by Gay DeLaughter, Program Director, to the 4C team. Ms. Young presented a request on behalf of Lake Mary Bilingual Academy to attend a couponing class on March 27, 2020 as the voted parent activity. Food would be catered by Publix. The amount requested is \$287.00. Next, she presented a request on behalf of Coqui Academy to attend a CPR class, teaching the parents how to perform CPR. The class was originally voted for the month of February, but had to be rescheduled for April 17, 2020. Food would be catered by Olive Garden. The amount requested is \$287.00. Lastly, she presented a request on behalf of Kids R Kids to attend a couponing class on March 27, 2020 as the voted parent activity. Food would be catered by Publix. The amount requested is \$98.00. **Motion to approve the parent activity fund for Lake Mary Bilingual Academy, Coqui Academy,**

and Kids R Kids was made by Wesley Turner. Seconded by Christian Ramsay. Motion approved.

Upcoming Trainings and Conferences:

Gay DeLaughter, Program Director, encouraged the Policy Council to attend conferences and trainings when they are made available. There are upcoming conferences in February and March. Krystle Young, Family and Community Partnerships Coordinator, will provide additional information for parents who are interested in attending.

Public Comment:

Aquila Drayton, Policy Council Chair, asked members if they had any public comments. There were no comments.

Adjournment:

Meeting was adjourned at 6:55pm. The next scheduled meeting will be on Wednesday, February 26, 2020 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Monique Dorman. Seconded by Wesley Turner. Motion approved.**