



**4C HS/EHS/CCP Policy Council Meeting
May 27, 2020**



Representatives

Melissa Korterba
AnnaMaria Alvarado
Wesley Turner

Aquila Drayton

Representation

Coqui
Community Rep.-CHS
Lake Mary Bilingual
PC Treasurer
A Gateway Rising
PC Chair

4C Head Start Staff

Gay DeLaughter
Percy Snyder
Tatiana Gonzales
Krystle Young
Emilio Miranda
Tanya Hall
Wanda Diaz
Christen Jenkins
Jaena Ferguson
Vilmarie Gonzalez

Program Director
Program Manager
ERSEA Coordinator
FCP Coordinator
Finance Analyst
SR Program Manager
Quality Assurance Coord.
SR Program Manager
Health & Safety Coord.
HR Generalist

The meeting was called to order at 6:09 pm by Community Representative AnnaMaria Alvarado.

Roll call was conducted, and quorum was not established, meeting continued for information purposes.

At 6:20 pm Policy Council Chair Aquila Drayton joined the meeting. The meeting was moved to an Executive Meeting for voting purposes as 2 officers were now on the call.

Discussion Items

COVID- 19 Fiscal Flexibilities

Emilio discussed the Information Memorandum for COVID-19 flexibility for application deadlines, stated that does not apply as we already submitted our application. Our carryover for Expansion falls into these flexibilities with ACF. Discussed funds we can spend on materials like masks. Other flexibilities being able to purchase items without having 3 bids. Although multiple bids are still preferred purchases can be made if we are unable to obtain 3.

ChildPlus Online Application Information

Tatiana discussed program's decision to move forward with online applications. Advocates have been trained and a flyer has been created to roll out tomorrow. System will allow all families to submit an application and allow an advocate to remotely review the application and schedule a virtual or phone interview. This will allow families to have better access to submit applications.

Action Items:

Agenda:

Aquila Drayton, asked members to review the agenda, and she asked if there were any questions. The agenda was amended to include the March/April Directors report and the Disability Waiver title change to reflect EHS-CCP. There were no questions regarding the agenda.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

Meeting Minutes:

Aquila Drayton, asked members to review minutes from the meeting on April 2020. There were no questions asked about the minutes.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

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

Emilio presented on the budget for the month of December HS 67 % through program year CCP 58% through budget, and EHS was 64 %. In- Kind and Cash donations for the month of February were \$244,205 for HS and \$104,278 for EHS.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

Expansion Budget Carryover and Budget Amendment for Expansion

Emilio Miranda explained that due to COVID-19 and several permits being on hold through the City of Orlando, a carryover request in the amount of \$253,311 would be needed for the Expansion site. Additionally, he summarized the budget amendments for Expansion, which included maintenance and rent for the first fiscal year of the Expansion program.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

HR Report - April:

Vilmarie Gonzalez went over hires and separations. One agency promotion has created an opening in a position of Finance Analyst. EXP and CCP had no changes.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

Director's Report:

Gay DeLaughter spoke on March report that numbers were good as we were almost fully enrolled. There needs to be improvement with pregnant mom enrollment, the playground is being built for the new facility and staff should be able to move once staff

returns to the office. Attendance needs improvement for March but was impacted by COVID-19. Will more than likely need a disability waiver. EH and Expansion immunizations dropped but all other numbers were good. **Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.**

For the April Director's report Gay indicated similar stats as sites were closed due to COVID-19. Hoping to see enrollments go back up once we resume normal operations. Many items are on hold including physicals, disability screenings due to COVID-19. The expectation is the numbers will go up once the pandemic is over. **Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.**

Education Policies and Procedures Updates:

Christen Jenkins explained changes were highlighted including sentence structure and clarity, responsibilities for owners and directors as well as all staff who may go in and out of the classroom to be aware of active supervision, children who leave the program and changes made to match DCF requirements.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

Program Governance Policies and Procedures Updates:

Krystle Young went over updates to the policy which included incorporating a flow chart for the grant funding process and changes to the Human Resources section on Misconduct/Progressive Discipline/Arbitration.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

Disability Waiver for EHS/CCP Expansion

Percy Snyder explained CCP needed 26 children to meet the 10% requirement; however, we never pass 6.2%. There were issues due to COVID-19 with cancelations for screenings. Partnerships in the community and school system should assist in meeting those numbers in the future and summer screenings should assist with identifying these students sooner.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

CAP Plan for Deficiency

Percy Snyder explained a deficiency was received from one of the providers regarding supervision of children and we needed to create a plan to correct the deficiency. The plan included 9 items to address including the Education, Health and Safety and Management Policies and Procedures. Contracts for providers will also be updated for the 2020-2021 year as well as new teacher trainings and a newly created monitoring system.

Motion to approve made by Wesley Turner. Second Aquila Drayton. Motion carried.

Public Comment:

Aquila Drayton asked members if they had any public comments.

Adjournment:

Meeting was adjourned at 7:16pm.