



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting
November 16, 2022**

Policy Council Representatives in Attendance

Catherine Franco (Vice-Chair)
Yaritza Rodriguez (Secretary)
Nicole Marcano
Keona Parker
Karina Linares
Shanakay Jonas
Sara Narvaez

Site

Golden Bear CCP
Altamonte HS
Baker HS
Coqui HS/EHS
Dreaming Big HS/EHS
Kids Village Pine Hills
Palm Plaza

4C Head Start Staff in Attendance

Yolanda Mendez
Cindy Metz
Troy Dunberger
Christen Jenkins
Emily Hurst
Percy Snyder
Mayra Aristud
Brent Houde-Mulvihill
Alicia Deshong
Leila Moradi
Yvette Nieves
Michele Rivera

Position

Finance Analyst
Chief Officer of Education/HS/EHS Director
Senior Program Manager
Senior Program Manager
Senior Program Manager
Program Manager
Family & Community Partnership Coordinator
ERSEA Coordinator
Education Coordinator
Senior Nutrition Specialist
Senior HR Generalist
Senior Family Advocate

The meeting was called to order at (12:10pm)

November-Agenda

Members reviewed the agenda; there were no questions. Motion to approve made by Yaritza Rodriguez and seconded by Shanakay. Motion carried.

October-Minutes

Members reviewed the October minutes; there were no questions. Motion to approve made by Yaritza Rodriguez and seconded by Nicole Marcano. Motion carried.

HS/EHS/CCP/EXP-Financial, Credit Card, and Match Statements

Yolanda presented program information: HS-21% of funding spent for the year, monthly revenue was \$389,000.00 and YTD revenue was \$966,000.00. EHS-21% completion of funds for the year, monthly revenue \$294,000.00 and YTD revenue was \$912,000.00. CCP-17% of the funding spent for the year, monthly revenue was \$419,000.00 and YTD revenue is \$801,000.00. EXP-53% of the budget spent for the year, monthly revenue was \$213,000.00 and YTD revenue was \$1,600,000.00.

Centennial Bank credit card charges \$967.00 (employee screenings), \$15,823.69 (travel for employees), and 661.12 (monthly subscriptions). Citgo credit card charges \$750.64 (gasoline), Home Depot credit card charges \$4,394.56 (repairs and maintenance), and Walmart credit card charges \$3,038.78 (health and nutrition supplies).

Motion to approve made by Yaritza Rodriguez and seconded by Keona Parker. Motion carried.

Financial Amendments-HS/EHS/CCP/EXP-Fiscal Year 2021/2022

Yolanda presented the Financial Amendments for year. Head Start had 11 amendments completed for the year. Early Head Start had 11 amendments completed for the year. CCP had 6 amendments and Expansion had 8 amendments for the year. No questions asked.

Motion to approve made by Yaritza Rodriguez and seconded by Shanakay Jonas. Motion carried.

EHS-EXP 2023/2024 Program Application & NFS Waiver-Due December 1, 2022

Yolanda presented the application and Waiver. The total funding for the year would be \$2,616,376.00 and \$16,311.00 of these funds are specifically for training and technical assistance to help improve the skills of the staff. The waiver submission will be to forgive \$269,000.00. No questions asked.

Motion to approve made by Yaritza Rodriguez and seconded by Shanakay Jonas. Motion carried.

HR Report – November HS/EHS/CCP/EXP

Yvette presented the HR report and reported no separations and several new hires. No questions asked.

Motion to approve made by Yaritza Rodriguez and seconded by Shanakay Jonas. Motion carried.

Director's Report- October

Cindy presented the Director's report and specifics areas: attendance, enrollment, vision & hearing screenings, lead & dental screenings, assessment completions, in-service training, teacher certifications, ERSEA application process, Learning Genie (in-kind), new software for tracking purchasing orders, and program goals.

Motion to approve made by Yaritza Rodriguez and seconded by Shanakay Jonas. Motion carried.

Self-assessment Report

Emily Hurst presented the self-assessment report. Emily shared areas: key insights, program strengths, 12 management systems that are incorporated into each program service area, systems used to communicate to our parents, data usage to help make adjustments, training and professional development, opportunities for improvement, program goals and objectives, compliance committee, meeting standards, and recommendations for program improvement. No questions.

Motion to approve made by Yaritza Rodriguez and seconded by Nicole Marcano. Motion carried.

Health/Physicals-Policies & Procedures/Questionnaire form

Cindy presented the change regarding staff not having to get an annual physical, but only at hire. Cindy presented that a staff member does not have to have the TB assessment signed off by a physician annually. If there were a concern when staff is completing the questionnaire then a TB test would be required. No questions asked.

Motion to approve made by Yaritza Rodriguez and seconded by Nicole Marcano. Motion carried.

Information Memorandum-Enrollment Reductions and Conversion of HS slots to EHS slots

Cindy provided information pertaining to this enrollment reduction and conversion and while it is an option, we are not looking to do this at this time. No questions asked.

Public Comments

No comments presented.

Adjournment

Meeting adjourned at 1:19 p.m.