



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
January 18, 2023**

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
Darlene McKinney
Luisana Gonzalez
Bert Reeves

Position

Finance Analyst
Chief Officer of Education/HS/EHS
Senior Program Manager
Senior Program Manager
Senior Program Manager
Senior Program Manager
Family & Community Coordinator
ERSEA Coordinator
Education Coordinator
Senior Nutrition Specialist
Senior HR Generalist
Family Advocate
Quality Assurance Monitoring Specialist
Senior Health Specialist

The meeting was called to order at 12:10pm

January-Agenda

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

November-Minutes

Members reviewed the November 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-October

Yolanda Mendez presented program information: HS-30% of funding spent for the year, monthly revenue was \$385,436,000 and YTD revenue was \$1, 352, 21.00. EHS-27% completion of funds for the year, monthly revenue \$263,525.00 and YTD revenue was \$1, 176, 427, 00. CCP-24% of the funding spent for the year, monthly revenue was \$324, 414, 00 and YTD revenue is

\$1, 126, 382, 00. EXP-60% of the budget spent for the year, monthly revenue was \$234, 862.00 and YTD revenue was \$1,856,059.00.

Centennial Bank credit card charges \$1,229.68 (employee screenings), \$19,498.58 (travel for employees), and \$661.12 (monthly subscriptions). Citgo credit card charges \$917.85 (gasoline), Home Depot credit card charges \$3,096.92 (repairs and maintenance), and Walmart credit card charges \$3,038.78 (health and nutrition supplies).

HS/EHS/CCP/EXP-Financial, Credit Card, and Match Statements- November- HS-38% of funding spent for the year, monthly revenue was \$381,844.000 and YTD revenue was \$1,733,965.00. EHS-33% completion of funds for the year, monthly revenue \$340,222.00 and YTD revenue was \$1,474,117. 00. CCP-31% of the funding spent for the year, monthly revenue was \$340,222.00 and YTD revenue is \$1,466,605.00. EXP-69% of the budget spent for the year, monthly revenue was \$260,830.00 and YTD revenue was \$2,116,888.00.

Centennial Bank credit card charges \$1,244.87 (employee screenings), \$21,036.29 (travel for employees), and \$59.96 (monthly subscriptions). Citgo credit card charges \$660.39 (gasoline), Home Depot credit card charges \$1,501.21 (repairs and maintenance), and Walmart credit card charges \$2,849.76 (health and nutrition supplies).

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

HR Report – December/January HS/EHS/CCP/EXP

Yvette Nieves presented the December and January HR Reports and reported the organization's separations and new hires. No questions asked.

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

Director's Report- November-December

Cindy Metz presented the Director's Reports for November and December. No questions.

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

Updated Policy Council By-Laws

Troy Dunberger presented the 2022-23 Updated Policy Council By-Laws. No questions.

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

Policy Council Community Representative

Motion to approve Wanda Lopez-Children's Home Society made by Yaritza Rodriguez and seconded by Keona Parker. Motion carried.

2023-2024-Eligibility Weight-Scale

Motion to approve by Yaritza Rodriguez and seconded by Karina Linares. Motion carried.

Head Start Program Instruction Plan

Bert Reeves, Senior Health Specialist, provided for informational purposes a HS instruction plan stating that a COVID migration Policy and Procedure will need to be completed by March 7, 2023.

Proposal for Parent Activities

Darlene McKinney, Family Advocate, presented a requested parent activity for San Marcos, Little Acorns, Reenie Johnson, and Coqui.

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

Vote for Policy Council Chair

Catherine asked for a motion to be approve Mr. Guybs Forestal as the new Policy Council Chair.

Motion to approve by Yaritza Rodriguez and seconded by Catherine Franco. Motion carried.

Public Comments

No comments presented.

Adjournment

Meeting adjourned at 1:47 p.m.