



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
February 22, 2023**

Policy Council Representatives in Attendance

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

Site

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

4C Head Start Staff in Attendance

Yolanda Mendez
Cindy Metz
Troy Dunberger
Christen Jenkins
Brent Houde-Mulvihill
Yvette Nieves
Cathy Salaman-Ocasio
Roodley Cantave
Jetzabeth Moro
Michele Rivera
Takisha Gaither
Kristi Sargent

Position

Finance Analyst
Chief Officer of Education/HS/EHS Director
Senior Program Manager
Senior Program Manager
ERSEA Coordinator
Senior HR Generalist
Family Advocate
Senior Family Advocate
Family Advocate
Senior Family Advocate
HR Generalist
Site Manager

The meeting was called to order at 6:10 pm

February-Agenda

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

January-Minutes

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

HS/EHS/CCP/EXP-Financial, Credit Card, and Match Statements- December- HS-50% of funding spent for the year, monthly revenue was \$334,184 and YTD revenue was \$2,068,149. EHS-50% completion of funds for the year, monthly revenue \$257,252 and YTD revenue was \$1,731,369. CCP-42% of the funding spent for the year, monthly revenue was \$269,305 and YTD revenue is \$1,735,910. EXP-83% of the budget spent for the year, monthly revenue was \$222,149 and YTD revenue was \$2,339,037.

Centennial Bank credit card charges \$4,107.73 (employee screenings), \$10,555.76 (travel for employees), and \$3,408.72 (licenses). Citgo credit card charges \$671.27 (gasoline), Home

Depot credit card charges \$3,717.06 (repairs and maintenance), and Walmart credit card charges \$4,8164.67 (health and nutrition supplies).

Yolanda answered all questions pertaining to the financial statements.

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

HR Report – February HS/EHS/CCP/EXP

Yvette Nieves presented the February HR Reports and reported the organization's separations and new hires. Yvette provided answers regarding the hiring process for some of the positions.

Motion to approve made by Yaritza Rodriguez and seconded by Guybs Forestal. Motion carried.

Director's Report- January

Cindy Metz presented the Director's Report for January. No questions.

Motion to approve made by Yaritza Rodriguez and seconded by Guybs Forestal. Motion carried.

Volunteer Process

Troy Dunberger presented the Volunteer Process. Troy confirmed parents wanting to volunteer at the sites that are located on School District's property will need to follow the School District's Volunteer processes as well.

Motion to approve made by Guybs Forestal and seconded by Shanakay Jonas. Motion carried.

Proposal for Parent Activities

Jetzabeth Moro, Family Advocate, presented a requested parent activity for Baker.

Motion to approve by Guybs Forestal and seconded by Yaritza Rodriguez. Motion carried.

Proposal for Parent Activities

Cathy Salaman-Ocasio, Family Advocate, presented a requested parent activity for Dreaming Big.

Motion to approve by Guybs Forestal and seconded by Keona Parker. Motion carried.

Proposal for Parent Activities

Roodley Cantave, Senior Family Advocate, presented a requested parent activity for Lawton.

Motion to approve by Guybs Forestal and seconded by Yaritza Rodriguez. Motion carried.

Proposal for Parent Activities

Roodley Cantave, Senior Family Advocate, presented a requested parent activity for Midway.

Motion to approve by Guybs Forestal and seconded by Yaritza Rodriguez. Motion carried.

Proposal for Parent Activities

Cathy Salaman-Ocasio, Family Advocate, presented a requested parent activity for Palm Plaza.

Motion to approve by Guybs Forestal and seconded by Yaritza Rodriguez. Motion carried.

Public Comments

No comments presented.

Adjournment

Meeting adjourned at 6:47 p.m.

The next Policy Council meeting will be Wednesday March 8th at 6:00 pm.