



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
April 19, 2023**

Policy Council Representatives in Attendance

Catherine Franco (Vice-Chair)
Yaritza Rodriguez (Secretary)
Denise Panther (Treasurer)
Stacey Cherry
Sarah Narvaez
Keona Parker
Wanda Lopez (Community Representative)

Site

Golden Bear CCP
Altamonte HS
Lawton HS
Hartage Day Care
Palm Plaza
Coqui HS/EHS
Children's Home Society

4C Head Start Staff in Attendance

Yolanda Mendez
Cindy Metz
Troy Dunberger
Percy Snyder
Brent Houde-Mulvihill
Mayra Aristud
Alicia Deshong
Leila Moradi
Roodley Cantave
Michele Rivera
Tanshameca Hawkins
Stephanie Kent
Takisha Gaither
Luis Mercado

Position

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

The meeting called to order at 6:29 p.m.

April-Agenda

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

March-Minutes

Members reviewed the March Minutes. Motion to approve made by Yaritza Rodriguez and seconded by Denise Panther. Motion carried.

HR Report – April-HS/EHS/CCP/EXP

Stephanie Kent presented the April HR Report and reported the organization's separations and new hires. No questions asked.

Motion to approve made by Yaritza Rodriguez and seconded by Denise Panther. Motion carried.

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

Yolanda Mendez presented program information: HS-62% of funding spent for the year, monthly revenue was \$4,530,532 and YTD revenue was \$2,823,789. EHS-53% completion of funds for the year, monthly revenue \$4,352,752 and YTD revenue was \$2,310,404. CCP-51% of the funding spent for the year, monthly revenue was \$331,214 and YTD revenue is \$2,414,822. EXP-99% of the budget spent for the year, monthly revenue was \$263,761 and YTD revenue was \$2,858,074.

Centennial Bank credit card charges \$2,338.08 (employee screenings), \$22,294.59 (travel for employees), and \$138 (monthly subscriptions). Citgo credit card charges \$850.03 (gasoline), Home Depot credit card charges \$1,927.94 (repairs and maintenance), and Walmart credit card charges \$2,533.48 (health and nutrition supplies). No questions asked.

Motion to approve made by Yaritza Rodriguez and seconded by Denise Panther. Motion carried.

EHS/CCP 2023-2024 Non-Federal Share (NFS) Waiver Request and EHS/CCP 2023-2024 Continuation (Refunding) Application Budget and Budget Justification

Yolanda Mendez presented the 2023-2024 EHS/CCP Non-Federal Share (NFS) Waiver Request and Cindy Metz presented the 2023-2024 EHS/CCP Continuation (Refunding) Application Budget. No questions. Motion to approve made by Yaritza Rodriguez and seconded by Denise Panther. Motion carried.

EHS/CCP 2023-2024 Training & Technical Assistance Plan

Cindy Metz presented the EHS/CCP 23-24 Training & Technical Assistance Plan. No questions. Motion to approve made by Yaritza Rodriguez and seconded by Denise Panther. Motion carried.

CCP 2023-2024 COLA and QI Applications

Yolanda Mendez presented the CCP 2023-2024 COLA and QI Applications. CCP COLA Budget, CCP COLA Budget Justification, CCP QI Budget, and CCP QI Budget Justification. Motion to approve made by Denise Panther and seconded by Yaritza Rodriguez. Motion carried.

Director's Report-March

Cindy Metz presented the Director's Report for March. No questions. Motion to approve made by Denise Panther and seconded by Keona Parker. Motion carried.

Proposals for Parent Activities

Mayra Aristud shared the Parent Activity for All About Kidz Oviedo. No questions. Motion to approve by Denise Panther and seconded by Keona Parker.

Tanshameca Hawkins shared the Parent Activities for Ferguson EHS, Orlando Steam-Early Education Station, and Hands On Academy. No questions.

Motion to approve by Denise Panther and seconded by Keona Parker. Motion carried.

Public Comments

No comments presented.

Adjournment

Meeting adjourned at 7:06 p.m.