



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Meeting Minutes  
August 16,2023**



**Policy Council Representatives in Attendance**

Catherine Franco (Vice-Chair)  
Yaritza Rodriguez (Secretary)  
Stacey Cherry  
Lorraine Harris  
Sarah Narvaez  
Karina Linares  
Wanda Lopez (Community Representative)

**Site**

Apopka Kidz Academy  
Altamonte HS  
Hartage Day Care  
Little Acorns  
Palm Plaza HS  
Dreaming Big  
Children’s Home Society

**4C Head Start Staff in Attendance**

Cindy Metz  
Troy Dunberger  
Wilbert Reeves  
Mayra Aristud  
Yolanda Mendez  
Roodley Cantave  
Stephanie Kent  
Kristi Sargent  
Sandy Gitonga

**Position**

Chief Officer of Education/HS/EHS Director  
Senior Manager Comprehensive Services  
Senior Health Specialist  
Family & Community Coordinator  
Finance Analyst  
Senior Family Advocate  
HR Generalist  
Head Start Site Supervisor  
Family Advocate

The meeting called to order at 6:27 p.m.

**August-Agenda**

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

**July-Minutes**

Members reviewed the July Minutes. Motion to approve made by Yaritza Rodriguez and seconded by Wanda Lopez. Motion carried.

**HR Report – August-HS/EHS/CCP/EXP**

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

Motion to approve made by Yaritza Rodriguez and seconded by Wanda Lopez. Motion carried

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

Yolanda Mendez presented program information: HS-100% of funding spent for the year, monthly revenue was \$299,833 and YTD revenue was \$4,296,550. EHS-100% completion of funds for the year, monthly revenue \$349,932 and YTD revenue was \$3,702,677. CCP-92% of the funding spent for the year, monthly revenue was \$456,483 and YTD revenue is \$4,088,439. EXP-33% of the budget spent for the year, monthly revenue was \$269,589 and YTD revenue was \$977,362.

Centennial Bank credit card charges \$2,005.00 (employee screenings), \$18,517(travel for employees), and \$3,005 (monthly subscriptions). Citgo credit card charges \$1,035.00 (gasoline), Home Depot credit card charges \$1,384.00 (repairs and maintenance), and Walmart credit card charges \$1,717.00 (health and nutrition supplies). No questions asked.

Motion to approve made by Yaritza Rodriguez and seconded by Wanda Lopez. Motion carried.

**Director's Report-July**

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

Motion to approve made by Lorraine Harris and seconded by Wanda Lopez. Motion carried.

**Public Comments**

No comments presented.

**Adjournment**

Meeting adjourned at 6:58 p.m.