



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Executive Meeting by Email Minutes  
September 21, 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 Kids 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  
Mayra Aristud  
Roodley Cantave  
Luis Mercado  
Stephanie Kent  
Leila Moradi  
Luisana Gonzalez  
Sandy Gitonga

**Position**

Chief Officer of Education/HS/EHS Director  
Senior Manager Comprehensive Services  
Family & Community Partnership Coordinator  
Senior Family Advocate  
Finance Analyst  
HR Generalist  
Senior Nutrition Specialist  
Quality Assurance Monitoring Specialist  
Family Advocate

The meeting was called to order on Thursday, September 21, 2023 at 9:00 a.m. via email.

**September-Agenda**

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

**August-Minutes**

Members reviewed the August Minutes. Motion to approve made by Yaritza Rodriguez and seconded by Sara Narvaez. Motion carried.

**HR Report – September-HS/EHS/CCP/EXP**

Stephanie Kent presented the September 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-July-Financial, Credit Card, and Match Statements**

Luis Mercado presented program information: HS-8% of funding spent for the year, monthly revenue was \$218,767 and YTD revenue was \$218,767. EHS-8% completion of funds for the year, monthly revenue \$275,891 and YTD revenue was \$275,891. CCP-100% of the funding spent for the year, monthly revenue was \$336,342 and YTD revenue is \$4,424,781. EXP-42% of the budget spent for the year, monthly revenue was \$223,745 and YTD revenue was \$1,201,108.

Centennial Bank credit card charges \$3,599 (employee screenings), \$7,894 (travel for employees), and \$3,705 (monthly subscriptions). Citgo credit card charges \$614.00 (gasoline), Home Depot credit card charges \$2,163.00 (repairs and maintenance), and Walmart credit card charges \$2,495.00 (health and nutrition supplies). No questions asked.

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

**Director's Report-August**

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

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

**Public Comments**

No comments presented.

**Adjournment**

Meeting adjourned on Friday, September 22, 2023 at 9:30 a.m. via email.