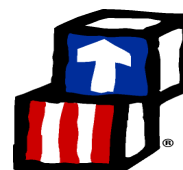




**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by Email Minutes
January 17 , 2024**



Policy Council Representatives in Attendance

Nicole Perez (Chair)
Stephanie Smith (Treasurer)
Brigitte Castro
Rosario Argueta
Ulysses Robinson
Mario E. Vázquez
Wanda Lopez (Community Representative)

Site

Rising Kids Academy
Reenie Johnson Day Care
Lake Mary Bilingual
Hartage Family Daycare
Ferguson
Palm Plaza
Children's Home Society

4C Head Start Staff in Attendance

Cindy Metz
Kelly Nuzum
Stephanie Kent
Mayra Aristud

Position

Chief Officer of Education/HS/EHS Director
Accounting & Finance Supervisor
Human Resources Generalist
Family/Community Partnership Coordinator

On Wednesday, January 17, 2024 a meeting was called to order by email due that the Policy Council did not meet the quorum. Ms. Aristud emailed all documents and reports to Policy Council members, they reviewed the information no questions were asked.

Ms. Aristud asked for the motions to be approved, on behalf Cindy Metz, Chief Officer of Education/HS/EHS Director ,and seven members indicated approval via email on January 17,2024.

January-Agenda

Members reviewed the January agenda; there were no questions. Motion to approve made by Wanda Lopez and seconded by Stephanie Smith. Motion carried.

December-Minutes

Members reviewed the December Minutes. Motion to approve made by Wanda Lopez and seconded by Stephanie Smith. Motion carried.

HR Report – January-HS/EHS/CCP/EXP

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

Motion to approve made by Nicole Perez and seconded by Ulysses Robinson. Motion carried.

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

Kelly Nuzum presented program information: HS-42% of funding spent for the year, monthly revenue was \$353,939 and YTD revenue was \$1,857,808. EHS-42% completion of funds for the year, monthly revenue \$287,093 and YTD revenue was \$1,529,971. CCP-33% of the funding spent for the year, monthly revenue was \$316,685 and YTD revenue is \$1,446,365. EXP-75% of the budget spent for the year, monthly revenue was \$255,275 and YTD revenue was \$2,268,606.

Centennial Bank credit card charges \$3,455.00 (employee screenings), \$5,190.00 (travel for employees), and \$88.00 (monthly subscriptions). Citgo credit card charges \$555.00 (gasoline), Home Depot credit card charges \$3,124 (repairs and maintenance), and Walmart credit card charges \$3,985.00 (health and nutrition supplies). No questions asked.

Motion to approve made by Wanda Lopez and seconded by Stephanie Smith. Motion carried.

2024-25 Executive Summary of Slot Reduction Request

Cindy Metz presented the 2024-25 Executive Summary of Slots Reduction Request. She explained that 4C Head Start/Early Head Start/ Childcare Partnerships staff, Policy Council, and Board of Directors are working to remove both the short and long-term strategic internal and external financial barriers that the program is facing because of both the increased rate of inflation and the shortage of teaching workforce in Central Florida and the industry. No questions asked.

Motion to approve made by Wanda Lopez and seconded by Stephanie Smith. Motion carried.

Director's Report-December

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

Motion to approve made by Wanda Lopez and seconded by Stephanie Smith. Motion carried.

Public Comments

No comments presented.

Adjournment

X *Nicole Perez Aponte 2/27/2024*

Nicole Perez Aponte
HS/EHS Policy Council Chair