



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by TEAMS Minutes
May 15, 2024**



Policy Council Representatives in Attendance

Ulysses Robinson (Vice-Chair)
Stephanie Smith (Treasurer)
Ana Llaudy
Viveca Vickers
LaToya Caldwell
Rosario Argueta
Wanda Lopez (Community Representative)

Site

Ferguson EHS/EXP
Reenie Johnson Day Care
Teddy Bear FCC
Early Education Station
Coqui EHS
Haritage FCC
Children's Home Society

4C Head Start Staff in Attendance

Cindy Metz
Kristi Sargent
Kelly Nuzum
Emily Hurst
Mayra Aristud
Alicia Marie Deshong
Jessica Perrot
Stephanie Kent
Nelmireya Garcia
Luisana Gonzalez
Wilbert Reeves
Percy Snyder
Roodley Cantave
Marcia Cotton

Position

Chief Officer of Education/HS/EHS Director
Sr. Program Manager of Comprehensive
Accounting & Finance Supervisor
Sr. Program Manager of Compliance
Family/Community Partnership Coordinator
Education Coordinator
ERSEA Coordinator
Human Resources Generalist
Finance Analyst
Quality Assurance Monitoring Specialist
Senior Health Specialist
Head Start Program Manager
Family Advocate
Education Specialist

The meeting was called to order at 6:15 p.m. Mayra Aristud, Family/Community Partnership Coordinator, confirmed that a quorum was established.

May-Agenda

Mr. Ulysses Robinson moved that the May agenda be approved; Stephanie Smith seconded. Motion carried.

April-Minutes

Stephanie Smith moved that the April meeting minutes be approved; Ulysses Robinson seconded. Motion carried.

HR Report – May-HS/EHS/CCP/EXP

Stephanie Kent, HR Generalist, submitted the May HR Report, which reported the organization's separations and new hires. Stephanie Smith approved the report; Ulysses Robinson seconded. The motion carried.

Health Updated Policies -CHS 1302.42

Wilbert Reeves, Senior Health Specialist, presented the Health Updated policies 1302.42. He explained that the policies were shared with the Policy Council before the meeting. The updates were made on the following pages: 2, 3, 4, 5, 6,7, 9, 11, 12, 17, 18, and 20. The updates include the health status that is obtained before the child's

enrollment and that parents/guardians should take the school entry health exam form, including a cover letter to their primary care provider. The policies will not affect the children currently enrolled in the programs. Stephanie Smith approved the report; Ulysses Robinson seconded. Motion carried.

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

Nelmireya Garcia, Finance Analyst, submitted the March report. HS-67% of funding was spent for the year, monthly revenue was \$365,631, and YTD revenue was \$3,390,240. EHS-61% completion of funds for the year, monthly revenue of \$373,452, and YTD revenue of \$2,848,784. CCP-56% of the funding was spent for the year, monthly revenue was \$353,398, and YTD revenue was \$2,462,573. EXP-6% of the budget spent for the year, monthly revenue was \$222,407, and YTD revenue was \$222,407. Centennial Bank credit card charges \$5,366.00 (employee screenings), \$10,338.00 (travel for employees), and \$566.00 (monthly subscriptions). Citgo's credit card charges \$357.00 (gasoline), Home Depot's credit card charges \$314.00 (repairs and maintenance), and Walmart's credit card charges \$2,103.00 (health and nutrition supplies). Wanda Lopez moved to approve the Financial, Credit Card, and Match statements program summary; Ulysses Robinson seconded. Motion carried.

Director's Report-April

Cindy Metz submitted the Director's Report for April. She shared the reports from the Education, Data & QA, Health, ERSEA, Nutrition, Family Services, and Inclusion Departments. Cindy explained that the organization's multifaceted approach encompasses health, education, inclusion, and community engagement to support children and families. In health, the focus remains on regular physicals, immunizations, and screenings, with efforts to ensure timely dental appointments and health reminders for parents, particularly for Early Head Start (EHS) children. While nutrition data is unavailable due to system issues, education initiatives thrive with engaging activities conducted across Head Start centers. Teachers are undergoing professional development, and achievements are being recognized. Inclusion efforts involve staff promotions, conference attendance, and plans for inclusive services. Head Start & CCP face challenges such as system errors affecting data collection but are actively addressing barriers and facilitating referrals for additional services. Also, Policy Council meetings drive program improvements, focusing on supporting staff and children. Training plans are developed to utilize grant budgets effectively, while special events like Male Engagement sessions and volunteer recruitment enhance parental involvement and community engagement. Community engagement involves networking and collaborating with external organizations to expand partnerships and provide resources. In-kind contributions are crucial in supporting program activities and community outreach endeavors. Stephanie Smith approved the report; Ulysses Robinson seconded. Motion carried.

Quality Assurance Improvement Executive Summary Program Management

Quality Assurance Updated Policies-1302.102(d)

Emily Hurst discussed the updated quality assurance policies presented by Emily Hurst, the Senior Program Manager of Compliance. The policies aim to promote continuous learning, growth, and excellence among Head Start and Early Head Start staff, benefiting the children and families they serve. The policies outline procedures for professional development activities, including annual training events and ongoing training. Additionally, the policies establish procedures for setting program goals and ongoing monitoring practices using software such as ChildPlus, Learning Genie, and Minute Menu. Monitoring activities include quality assurance visits and reviews of various program specialists and staff. Stephanie Smith approved the report; Ulysses Robinson seconded. Motion carried.

Financial Statements of Community Coordinated Care for Children, Inc. and the 4C Foundation, Inc. Audit Results

Kelly Nuzum, Sr. Program Manager of Compliance, shared the results and explained that the audit report presents the combined financial statements of Community Coordinated Care for Children, Inc. and the 4C Foundation, Inc. for the year ending December 31, 2022. It states that the financial statements fairly represent the organizations' financial position and changes in net assets in accordance with accounting principles generally accepted in the United States of America. Conducted in compliance with auditing standards, the audit aimed to obtain reasonable assurance about the absence of material misstatement, whether due to fraud or error. While management is responsible for the

accuracy of the financial statements and internal controls, auditors assess risks, evaluate controls, and perform necessary procedures to form their opinion. Notably, the report emphasizes the importance of management's evaluation of the organizations' ability to continue as a going concern. Supplementary information, including federal awards and state financial assistance, is also assessed for accuracy and relevance. Additionally, the auditors issue a separate report on internal control and compliance, as required by Government Auditing Standards, outlining the scope and results of their testing. Overall, the audit affirms the reliability of the financial information presented by the organizations for the specified period. Stephanie Smith approved the report; Ulysses Robinson seconded. Motion carried.

Informational Memorandum:

Strategies and Recommendations for Supporting Mental Health

Percy Snyder, Head Start Program Manager, presented the purpose of this Information Memorandum (IM), highlighting the Head Start Program Performance Standards and related strategies for integrating mental health supports across all Head Start programs. He explained that this IM provides evidence-informed mental health strategies and associated resources that can help address these challenges as part of a renewed effort across federal early childhood funding agencies to integrate mental health supports into programs. To integrate mental health supports effectively into Head Start programs, it is important first to understand and destigmatize what is meant by "mental health." Young children's mental health, often referred to as early childhood mental health (ECMH), is not a mental illness.

There were no additional comments from the members.
The meeting was adjourned at 7:08 p.m.

The next Policy Council meeting is scheduled for June 19, 2024.



Ulysses Robinson
HS/EHS/CCP/EXP Policy Council Vice-Chair