



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by Email Minutes
June 21, 2024**



Policy Council Representatives in Attendance

Ulysses Robinson (Vice-Chair)
Stephanie Smith (Treasurer)
Ana Llaudy
Brigitte Rijo
Rosario Argueta
Mario Vazquez
Sandira Saint Vil
Wanda Lopez (Community Representative)

Site

Ferguson EHS/EXP
Reenie Johnson Day Care
Teddy Bear FCC
Lake Mary Bilingual
Hartage FCC
Palm Plaza HS/EHS
Little Acorns Academy
Children's Home Society

4C Head Start Staff in Attendance

Emily Hurst
Kelly Nuzum
Mayra Aristud
Alicia Marie Deshong
Stephanie Kent
Nelmireya Garcia
Luisana Gonzalez
Wilbert Reeves
Marcia Cotton

Position

Sr. Program Manager of Compliance
Accounting & Finance Supervisor
Family/Community Partnership Coordinator
Education Coordinator
Human Resources Generalist
Finance Analyst
Quality Assurance Monitoring Specialist
Senior Health Specialist
Education Specialist

On Friday, June 21, 2024, a meeting was called to order by email because the Policy Council did not meet the quorum at the scheduled meeting on Wednesday, June 19, 2024. Ms. Aristud emailed all documents and reports to Policy Council members, who actively reviewed the information without any questions raised.

Ms. Aristud asked for the motions to be approved on behalf of Cindy Metz, Chief Officer of Education/HS/EHS Director. Eight members indicated approval by email on June 21, 2024.

June-Agenda

Motion to approve made by Ulysses seconded by Stephanie Smith. Motion carried.

May-Minutes

Motion to approve made by Ulysses seconded by Stephanie Smith. Motion carried.

HR Report – June-HS/EHS/CCP/EXP

Stephanie Kent, HR Generalist, submitted the June HR Report, which reported the organization's separations and new hires. No questions asked. Motion to approve made by Stephanie Smith; Ulysses Robinson seconded. Motion carried.

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

Kelly Nuzum presented program information: HS-76% of funding spent for the year, monthly revenue was \$443,379 and YTD revenue was \$3,883,619. EHS-69% completion of funds for the year, monthly revenue \$360,307 and YTD revenue was \$3,209,092. CCP-63% of the funding spent for the year, monthly revenue was \$371,727 and YTD revenue is \$3,189,321. EXP-13% of the budget spent for the year, monthly revenue was \$233,203 and YTD revenue was \$439,052. Centennial Bank credit card charges \$7,288.00 (employee screenings), \$15,028.(travel for

employees), and \$3,043.00 (monthly subscriptions). Citgo credit card charges \$699.00 (gasoline), Home Depot credit card charges \$1,809. (repairs and maintenance), Walmart's credit card charges \$3,887.00 (health and nutrition supplies). No questions asked. Motion to approve made by Stephanie Smith; Ulysses Robinson seconded. Motion carried.

Director's Report-May

Emily Hurst presented the Director's Report for May. Emily shared several updates highlighted across departments. The Health Department did not provide any new information. Alyssa Barnett from the Nutrition Department was commended for her outstanding contributions, ensuring a successful QA evaluation. New staff from Golden Bear and Apopka completed their training. The Education Department is gearing up for the new school year by updating School Readiness Goals, completing COGNIA workbooks by July 8th, and revising Education Policies. Seminole County reported successful end-of-year programs across four Head Start classrooms, adapting formats from online sessions to in-person events where possible. Personnel updates included welcoming Jessica Perrot as ERSEA Coordinator and Ana Perez-Otero as the new Nutrition Specialist. The Inclusion Team focused on evaluations, with four children assessed for services. The CCP Program discussed strategies for meeting inclusion mandates, while the Head Start Program engaged in community outreach and professional development. The Policy Council saw leadership changes, with Mr. Robinson assuming interim responsibilities. New community partnerships were established, and efforts to involve volunteers, including a retired pediatric occupational therapist, were emphasized. No questions asked. Motion to approve made by Stephanie Smith; Ulysses Robinson seconded. Motion carried.

HS/EHS FY 2023-2024 Carryover and Extension Application

Nelmireya Garcia, Finance Analyst, explained that the HS/EHS Carryover and Extension Application will carry over the soft costs and other approved budget revision costs from Year 4 (FY 22-23) into Year 5 (FY 23-24) and extend the grant year by one year. No questions asked.

Motion to approve made by Stephanie Smith; Ulysses Robinson seconded. Motion carried.

Public Comments:

No comments were presented.

The next meeting of the Policy Council is scheduled for Wednesday, July 17, 2024.



Ulysses Robinson
Head Start/Early Head Start Policy Council Vice-Chair