



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Executive Meeting
October 7, 2022**

NOTE: The October 7 Executive Meeting was held in lieu of the scheduled September 28, 2022 meeting, which was moved due to Hurricane Ian.

Policy Council Representative

Catherine Franco (Chair)
Yaritza Rodriguez (Vice Chair)
Tybrina Campbell (Treasurer)

Site

Golden Bear CCP
Altamonte HS
Ferguson

4C Head Start Staff

Kelly Nuzum
Cindy Metz
Troy Dunberger

Position

Finance Analyst
Chief Officer of Education/HS/EHS Director
Senior Program Manager

The meeting was called to order at (12:00 noon)

Agenda

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

Minutes

Members reviewed the August minutes; there were no questions. Motion to approve made by Yaritza Rodriguez and Tybrina Campbell. Motion carried.

HS/EHS/CCP/EXP Budget, Financial Statements & Non-Federal Share Report June

Kelly presented program information: HS-99% of funding spent for the year, monthly revenue was \$435,000.00 and YTD revenue was \$4,349,000.00. EHS-98% completion of funds for the year, monthly revenue \$644,000.00 and YTD revenue was \$4,277,000.00. CCP-93% of the funding spent for the year, monthly revenue was \$670,000.00 and YTD revenue is \$4,209,000.00. EXP-31% of the budget spent for the year, monthly revenue was \$319,000.00 and YTD revenue was \$964,000.00.

Centennial Bank credit card charges \$6,135.00 (employee screenings and travel for staff to conferences), \$13,039.66 (online licenses, subscriptions, and maintenance repairs). Citgo credit card charges \$996.18 (gasoline), Home Depot credit card charges \$333.11 (repairs and maintenance), and Walmart credit card charges \$2,228.25 (activities).

Kelly presented the following: HS-June had a cash match of \$38,000.00 and \$49,000.00 in-kind contribution for a total of \$88,000.00. Based on the spending required match of 25%, we needed \$99,000.00 for the month, which provided a deficiency of (\$10,000.00) for the month and a total deficiency of (\$161,000.00) YTD. We did submit a waiver for the difference to the Office of Head Start (OHS). We are waiting for their response but do not foresee having any

issues receiving approval due to the on-going issues with COVID over the past two years. EHS- We received \$2,000.00 for the monthly cash match and \$55,000.00 for in-kind dollars for the month. That brought us to a total match of \$57,000.00 for the month. We needed \$160,000.00 for the month, which provided a deficiency of (\$102,000.00) for the month and a YTD deficiency (\$508,000.00); we submitted a waiver for the difference to OHS and are waiting for the approval. CCP received a cash match of \$500.00 for the month and \$15,000.00 of in-kind for the month; we are supposed to receive \$16,000.00 of in-kind monthly based on our spending and we have a smaller match requirement of \$7,000.00 due to submitting a waiver at the beginning of the program year. This left us with an overage of \$8,000.00 for the month and an overage of \$186,000.00 for the year. EXP- For the month we received \$36,000.00 of cash and \$62,000.00 of in-kind; we received a total match of \$99,000.00 total match for the month. Based on our spending we needed \$70,000.00 worth of match, so we had an overage of \$28,000.00 for the month and \$111,000.00 of overage for the year.

Motion to approve made by Yaritza Rodriguez and seconded by Tybrina Campbell. Motion carried.

HR Report – September HS/EHS/CCP/EXP

Troy presented hiring and separation information: (5) separations and (5) hires. Cindy shared that she and Christen are working on hiring new teachers. Cindy shared the process of hiring teachers without their CDA (Child Development Associate). We will help them get their CDA once hired as we onboard and develop the new teachers. We are looking for people that love children and we will work with them on the teaching components. OHS is encouraging creativity in a plan to hire more teachers. We will communicate and document our plan as we move forward to hire new teachers.

Motion to approve made by Yaritza Rodriguez and seconded by Tybrina Campbell. Motion carried.

Director's Report- July

Cindy presented the Director's Report and shared the improvements in specific areas. Troy shared that in the coming months we will see an increase in Lead Screenings and Dental Screenings through our new MOU's with community partners. Catherine shared her concern with how long it takes some families to get through the application process. Cindy and Troy shared that ERSEA is working on the application process to cut down on the length of time it takes for some families. Catherine shared the great job the Health team has been doing.

Motion to approve made by Yaritza Rodriguez and Tybrina Campbell. Motion carried.

Information Memorandum-ARP (American Rescue Plan) Funds

Kelly shared the information pertaining to the ARP funds, how we can best use the funds, and how we have used them in the past. Kelly shared that we have the funds through March 2023.

Information Memorandum-Stabilizing the Head Start Workforce

Cindy shared that the fair market value evaluation recently was completed and that there was an increase in several staff's wages. Cindy shared about the bonus given to staff previously. Yaritza was happy to hear about staff's compensation due to the hard work they provide.

ERSEA-Policies and Procedures

Troy shared the ERSEA policies and procedures updates. Catherine shared her personal experience two years ago and some recent experiences with families she referred regarding the length of time for the application process. Troy confirmed the ERSEA team is working on adjusting the application process in hopes of speeding up the process in the future. Cindy and Troy reassured Catherine she can reach out and provide feedback anytime.

Yaritza and Tybrina made a motion to approve and Catherine made a motion to disapprove. The motion carried with two yeas and one nay.

Health and Safety-Policies and Procedures

Troy shared the health and safety updates. Troy shared that a P.O. was recently submitted for a new vision and hearing test.

Motion to approve made by Yaritza Rodriguez and seconded by Tybrina Campbell. Motion carried.

Public Comments

No comments presented.

Adjournment

Meeting adjourned at 1:3) p.m.