

**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by Email Minutes
August 23, 2024**



Policy Council Representatives in Attendance

Ulysses Robinson (Vice-Chair)
Ana Llaudy
Mario Vazquez
Rosario Argueta
Sandira Saint Vil
Lorraine Harris
Wanda Lopez (Community Representative)

Site

Ferguson EHS/EXP
Midway HS
Palm Plaza
Hartage FCC
Little Acorns Academy
Early Education Station
Children's Home Society

4C Head Start Staff in Attendance

Cindy Metz
Mayra Aristud

Position

Chief Officer of Education- HS/EHS Director
Family/Community Partnership Coordinator

On Friday, August 23, 2024, a meeting was called to order by email because the Policy Council did not meet the quorum at the scheduled meeting on Wednesday, August 21, 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. Seven members indicated approval by email on August 23, 2024.

August-Agenda

Members reviewed the August agenda; there were no questions.

July-Minutes

Members reviewed the June agenda; there were no questions.

HR Report – August-HS/EHS/CCP/EXP

Yvette Nieves, SR Human Resources Generalist, submitted the July HR Report, which reported the organization's separations and new hires.

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

Kelly Nuzum, Accountant & Finance Supervisor, presented program information: HS-86% of funding spent for the year, monthly revenue was \$205,876, and YTD revenue was \$4,381,896. EHS-82% completion of funds for the year, monthly revenue \$285,802 and YTD revenue was \$3,844,676. CCP-78% of the funding spent for the year, monthly revenue was \$386,726 and YTD revenue is \$3,958,714. EXP-27% of the budget spent for the year, monthly revenue was \$185,973 and YTD revenue was \$861,957. Centennial Bank credit card charges \$1,862.00 (employee screenings), \$5,766.(travel for employees), and \$1,183. (monthly subscriptions). Citgo credit card charges \$566.00 (gasoline), Home Depot credit card charges \$1,142. (repairs and maintenance), Walmart's credit card charges \$2,591.00 (health and nutrition supplies).

Director's Report-July

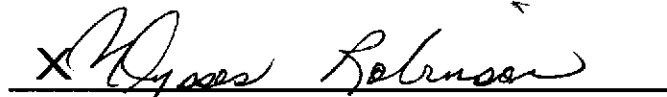
Cindy Metz, Chief Officer of Education HS/EHS Director, presented a comprehensive overview of recent accomplishments and ongoing initiatives within the organization. The Director's report provides several essential updates: Head Start will be closed from May 14 to August 12, 2024, EHS/EXP from June 13 to July 7, and EHS-CCP from July 24 to August 7, 2024. During these periods, Family Advocates are focused on re-enrollment and DCF

folders for Head Start/CCP children and are setting preliminary goals for the EHS/EXP program. Health screenings for hearing and vision are well above 90%, and immunizations are fully up-to-date. We continue to remind parents about lead testing and dental check-ups for children under 24 months, though securing a community partner for lead testing remains a priority. The Education team is working on policy updates, collecting Teacher Appreciation event tickets, and preparing for new curriculum rollouts. Ferguson's recent Open House was a success, with new families engaging warmly with staff. A community presentation also effectively highlighted our programs, increasing awareness and appreciation for the support we offer. The director shared that, due to our approval for slot reductions resulting from the lack of available teachers, we will experience a decrease in in-kind contributions. In light of this, she has requested that Ms. Marcia Cotton, Senior Program Manager of Education & Mental Health, organize an In-Kind Committee to develop various strategies to address and increase these contributions. In addition, the Head Start Director, Ms. Cindy Metz, also asked Ms. Malarie King, HS Senior Inclusion Specialist, to form a Wellness Committee to design programs and coordinate activities that support our staff, help them cope during challenging times, and foster a positive shift in culture and morale.

Public Comments:

No comments were presented.

The next meeting of the Policy Council is scheduled for Wednesday, September 18, 2024.

A handwritten signature in cursive script, reading "Ulysses Robinson", written over a horizontal line.

Ulysses Robinson

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