



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by Email Minutes
September 18, 2024**



Policy Council Representatives in Attendance

Ulysses Robinson (Vice-Chair)
Ana Llaudy
Mario Vazquez
Emily Rosa
Sandina Saint Vil
Lorraine Harris
Wanda Lopez (Community Representative)

Site

Ferguson EHS/EXP
Midway HS
Palm Plaza
Dreaming Big
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, September 20, 2024, a meeting was called to order by email because the Policy Council did not meet the quorum at the scheduled meeting on Wednesday, September 18, 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 approved on behalf of Cindy Metz, Chief Officer of Education/HS/EHS Director. Seven members indicated approval by email on September 24, 2024.

September-Agenda

Members reviewed the September agenda; there were no questions.

August-Minutes

Members reviewed the August minutes; there were no questions.

HR Report – September-HS/EHS/CCP/EXP

Krystal Young, Human Resources Generalist, submitted the September HR Report, which reported the organization's separations and new hires.

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

Kelly Nuzum, Accountant & Finance Supervisor, presented program information: HS-6% of funding spent for the year, monthly revenue was \$215,201, and YTD revenue was \$215,201. EHS-6% completion of funds for the year, monthly revenue of \$307,383, and YTD revenue was \$307,383. CCP-85% of the funding spent for the year, monthly revenue was \$349,238, and YTD revenue was \$4,307,953. EXP-36% of the budget spent for the year, monthly revenue was \$267,618, and YTD revenue was \$ 1,129,575. Centennial Bank credit card charges \$5,352.00 (employee screenings), \$1,372.(travel for employees), and \$2,089. (monthly subscriptions). Citgo credit card charges \$371.00 (gasoline), Home Depot credit card charges \$1,145. (repairs and maintenance), Walmart's credit card charges \$3,194.00 (health and nutrition supplies).

Director's Report-August

Cindy Metz, Chief Officer of Education HS/EHS Director, shared a comprehensive overview of the organization's recent accomplishments and ongoing initiatives. In August 2024, several initiatives were launched across various programs. The Head Start program added meals for adults to support Foster Grandparents, while Early Head Start experienced some meal non-consumption due to a week-long closure. In Ferguson, the Education Specialist and

Coordinator provided vital on-site support and conducted training sessions on DRDP and Active Supervision. Notably, Ferguson received approval for its COGNIA Candidacy Review, paving the way for the next accreditation phase. A Diaper Distribution Project began, with preparations for distribution to enrolled children. Monthly staff meetings addressed important topics, including diaper changing procedures and classroom arrangement. August also featured engaging events like the "All About Me" and arts & crafts activities, which fostered family involvement and creativity. Enrollment efforts were robust, with family advocates nearing full enrollment across programs. Families are acclimating to the Learning Genie platform, and inclusive services continue to be emphasized through training and community events. Additionally, new community partnerships are being established to better serve low-income families, and five interns from the University of Central Florida have joined as volunteers, significantly enhancing program capacity and in-kind contributions.

Public Comments:

No comments were presented.

The next meeting of the Policy Council is scheduled for Wednesday, October 16, 2024.

X 

Ulysses Robinson

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