



Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by TEAMS Minutes
November 20, 2024



Policy Council Representatives in Attendance

Ulysses Robinson (Chair)
Sharon Jacob (Vice-Chair)
Ana Llaudy (Treasurer)
Yolanda Jimenez
Jennifer Acevedo
Wanda Lopez
Tabatha Greene

Site

Ferguson HS/EHS
Early Learning Station EHS
Altamonte HS
Rising Kids Academy
Coqui Academy
Children's Home Society
Orlando Health/Healthy Families of Osceola

4C Head Start Staff in Attendance via TEAMS

Cindy Metz
Mayra Aristud
Kelly Nuzum
Yvette Nieves
Krystal Young
Kristi Sargent
Alicia Deshong
Marcia Cotton
Emily Hurst
Crystal Thompson
Percy Snyder
Wilbert Reeves
Roodley Cantave

Position

Chief Officer of Education/HS/EHS Director
Family/Community Partnerships Coordinator
Accounting and Finance Supervisor
Senior Human Resources Generalist
Human Resources Generalist
Sr. Program Manager of Comprehensive
Education Coordinator
Sr. Program Manager of Education/Inclusion
Sr. Program Manager of Compliance
Health Specialist/Staff Wellness Committee
H.S. Program Manager
Senior Health Specialist
Family Advocate

The meeting was called to order at 6:05 p.m. Ulysses Robinson, Policy Council Vice-Chair, confirmed that a quorum was established.

November Agenda

Ulysses Robinson, Policy Council Vice-Chair, presented the November Agenda; there were no questions. The motion was approved by Wanda Lopez and seconded by Sharon Jacobs. Motion carried.

October-Minutes

Ulysses Robinson, Policy Council Vice-Chair, presented the October minutes; there were no questions. Wanda Lopez approved, and Tabatha Greene seconded it. Motion carried.

HR Report – November-HS/EHS/CCP/EXP

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

Wanda Lopez approved, and Tabatha Greene seconded it. There were no questions. Motion carried.

2024-25 HS/EHS/CCP/EXP October Monthly Director's Report

Cindy Metz presented the Director's Report for October, which contains the key updates regarding the current status of physical exams and compliance efforts. For EHS/EXP, although the number of completed physicals is currently down, they are not expired, and any missed physicals are still counted toward the statistics. However, the program remains in compliance with the annual requirement. Vision and hearing compliance rates are steadily improving, with additional efforts underway to achieve 100% compliance this month. Furthermore, the dental partner will be conducting exams in October, and significant progress has been made with HS children, with more exams scheduled in November for EHS children. Reminders will continue to be sent for dental and lead screenings for any children who have yet to complete these required exams. Additionally, the HS Director highlighted updates from the Inclusion team. The program serves 10% of children with disabilities, and two of the programs have successfully met this target. The third program is only two children short of reaching the goal. Please see the Director's report on pages three and five. Sharon Jacob approved, and Yolanda Jimenez seconded it. There were no questions. Motion carried.

Pages to Possibilities Literacy Week 2024-Informational Purposes Only

Cindy Metz, Chief Officer and HS/EHS Director, shared highlights from the first-ever *Pages to Possibilities Literacy Week* event. Despite having a short planning period, she explained that the event was made possible through the collaboration and support of the FCP Coordinator, Education & Inclusion Manager, and Site Supervisors. Thanks to their efforts, the event exceeded expectations. Originally aiming for at least ten readers, the event saw nearly twenty guest participants across three counties. Cindy also mentioned the special visits from prominent community members, including Mayor Jerry Demings, District 43 Representative Johanna Lopez, Osceola Magic Vice President Carlos Velez, and Marla Stevenson, President of Drums to Recovery Organization representative, who delighted the preschoolers by singing the story aloud to them. It was a fantastic inaugural event, and Cindy expressed enthusiasm for next year's edition.

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

Kelly Nuzum, Accounting & Finance Supervisor, presented the HS/EHS/CCP/EXP-September-Financial, Credit Card, and Match Statements. HS-19% of funding was spent for the year, monthly revenue was \$382,371, and YTD revenue was \$938,392. EHS-19% completion of funds for the year, monthly revenue of \$299,780, and YTD revenue of \$932,488. CCP-14% of the funding was spent for the year, monthly revenue was \$361,886, and YTD revenue was \$741,121. EXP-49% of the budget was spent for the year, monthly revenue was \$196,425, and YTD revenue was \$1,554,425. Centennial Bank credit card charges \$2,904.00 (employee screenings), \$13,437. (travel for employees), and \$2,213.00 (monthly subscriptions). Citgo's credit card charges \$391.00 (gasoline), Home Depot's credit card charges \$1,206.00 (repairs and maintenance), and Walmart's credit card charges \$7,271.00 (health and nutrition supplies).

Sharon Jacob approved, and Wanda Lopez seconded it. There were no questions. Motion carried.

EXP FY 2025-26 Refunding Application with Request to Change Pregnant Mom Slots to Provider Slots

Kelly Nuzum, Accounting and Finance Supervisor, and Cindy Metz, Chief Officer of HS and HS/EHS Director, presented the FY 2025-26 HS/EHS/CCP/EXP Refunding. Including the EXP FY 25-26 Budget Detail Summary, EXP FY 25-26 Budget Executive Summary, EXP FY 25-26 NFS Waiver, and FY 25-26 Budget Justification Narrative. Explained that the decision to request the slot reduction was made to ensure the program's budget remained healthy and that staff were compensated accordingly. The Expansion Program for FY 25-26 will serve Orange County through 9 classrooms, a reduction from the 16 classrooms in the Slot Reduction. The program will be funded for 94 slots, down from 150, with 72 children served directly and 22 pregnant mother slots converted to subcontracted services. The program will operate for 216 instructional days, with 32.9 full-time employees, reduced from 48.17 in the Slot Reduction. The budget includes \$2,892,556 in federal funding, \$60,311 in federal T&TA funding, \$128,234 from Orange County government cash match, and \$150,000 in in-kind contributions, bringing the total budget to \$3,231,101. In preparing the FY 25-26 budget, all line items were carefully reviewed based on current trends and

discussed with relevant staff to ensure adequate funding. Quality improvement initiatives were integrated into the budget to meet program needs, and a partial Non-Federal Share Waiver of In-Kind contributions is being requested due to a reduction in the number of families able to contribute. The indirect rate for 4C remains at 8% for this fiscal year, with a potential adjustment next year.

Cindy Metz, Chief Officer and HS/EHS Director, presented the Budget Justification Narrative requesting a waiver for the Non-Federal Share (NFS) requirement due to a significant reduction in student enrollment by nearly 31% and limited community resources. This has impacted their ability to meet the required NFS, which is 25% of the total budget. Efforts to address this include streamlining in-kind contribution processes through the Learning Genie platform, which helps track and report parent and volunteer participation more efficiently, along with increased engagement through Home Connections activities and community partnerships. Despite these efforts, 4C is requesting a waiver of \$459,983, reducing the required NFS from \$738,217 to \$278,234 for the current grant year. The Policy Council and Board of Directors have approved this request. The agency is committed to continuing efforts to secure additional in-kind resources for future years. Cindy also stated that the reason for the request was to maintain the 72-child slots and change the allocation of the 22 pregnant mother slots. Previously, the pregnant mothers' program was contracted out to the Children's Home Society, but due to chronic under-enrollment, the decision was made to bring the program in-house. However, despite also serving pregnant mothers under the Early Head Start (EHS) program, the slots remain underfilled. To address this, and following a Full Enrollment Plan, the request is to repurpose these slots for additional EHS-Expansion slots to better serve the community and eliminate the issue of under-enrollment.

Sharon Jacob approved, and Wanda Lopez seconded it. There were no questions. Motion carried

2024-25 HS/EHS 2024 School Readiness Goals and School Readiness

Marcia Cotton, Sr. Program Manager of Education/Inclusion, presented significant progress across all goals. Over 15 hours of professional development were provided in early learning, and both Connect 4 Learning and Frog Street Curriculums were successfully implemented. The first phase of COGNIA accreditation was completed. For family services, policies were updated, and family engagement initiatives such as health flyers and Male Engagement events were introduced, alongside new partnerships that enhanced resources. Fiscal and enrollment goals were met, with high enrollment rates and progress in disabilities enrollment. Staff retention improved to 84% due to wellness initiatives and benefits enhancements. Quality assurance processes were streamlined, safety measures reinforced, and facility maintenance strengthened, including progress on the Osceola County site despite some challenges. Wanda Lopez approved, and Jessenia Acevedo seconded it. There were no questions. Motion carried

2024-25 HS/EHS Self-Assessment and Program Improvement Plan Executive Summary

Emily Hurst, Senior Program Manager of Compliance, presented the 2024-25 Self-Assessment Executive Summary. She noted that this year's assessment resulted in a comprehensive report of 25 pages. This assessment engaged various stakeholders, including the management team, community partner agencies, parents, teachers, and policy council members. The 2024 Self-Assessment for 4C in Orange, Seminole, and Osceola Counties summary highlights the program's strengths in training, community partnerships, facilities, communication, and data management. However, it also identifies several areas for improvement, such as challenges with enrollment, in-kind contributions, internal communication, and parent engagement. To address these issues, recommendations include offering year-round teacher training, updating facilities monitoring tools, strengthening partnerships with the community and parents, and streamlining communication processes. The program plans to expedite the hiring process, enhance onboarding procedures, and recognize staff achievements to tackle staffing challenges. The primary focus remains on improving program quality through continuous training, stronger partnerships, and effective communication. It increased parental involvement while ensuring effective resource allocation and optimal staffing for the coming year. Sharon Jacob approved, and Wanda Lopez seconded it. There were no questions. Motion carried

2025-26 Training & Technical Assistance Plan Expansion Grant

Cindy Metz, Chief Officer & HS/EHS Director, presented the TTA Plan Expansion Grant. She noted that we have funding from the Office of Family and Health (OFH) for training and education, which we plan to use this year. Funds will cover required training, including state-mandated DCF modules, child assessments, CPR certification, and COGNIA accreditation. We will also support staff and parents with ongoing professional development, offering five days of yearly training, CDA renewals, and outside conferences. Parents are encouraged to participate in conferences or further their education, and we invite them to contact FCP if interested. A total of \$60,000 is allocated for these educational opportunities.

Wanda Lopez approved, and Tabatha Greene seconded it. There were no questions. Motion carried.

2024-25 4C Agency Organizational Chart Head Start/Early Head Start

Cindy Metz, Chief Officer and HS/EHS Director presented the agency organizational Chart updates for 2024-25. She noted that only a few changes were made, like Mayra Aristud, FCP Coordinator, moving from Comprehensive Service to under the HS Director and some of the Data Specialists moving under Cindy Casuccio, Director of Data and IT Services. No other changes were made as of now. Yolanda Jimenez approved, and Sharon Jacob seconded it.

4C EHS-EXPANSION FY 25-26 IN-KIND PLAN & EHS/HS Annual Report for Informational Purposes Only

Cindy Metz, Chief Officer and HS/EHS Director noted that the In-Kind Plan and Annual Report were shared for informational purposes. They are a compilation of last year's Director's report, and no new data is presented that hasn't been shared before. She encourages anyone to share ideas and suggestions for new strategies to help improve our program.

Public Comments: No comments were presented.

Adjournment: The meeting was adjourned at 7:47 p.m.

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

X *Ulysses Robinson*

Ulysses Robinson

HS/EHS/CCP/EXP Policy Council Chair