



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by TEAMS Minutes
October 16, 2024**



Policy Council Representatives in Attendance

Ulysses Robinson (Chair)
Sharon Jacob (Vice-Chair)
Keishla Bachiller (Secretary)
Ana Llaudy (Treasurer)
Yolanda Jimenez
Jennifer Acevedo
Sandira Saint Vil
Tabatha Greene

Site

Ferguson HS/EHS
Early Learning Station EHS
Little Acorns Child Care EHS
Altamonte HS
Rising Kids Academy
Coqui Academy
Little Acorns
Orlando Health/Healthy Families of Osceola

4C Head Start Staff in Attendance via TEAMS

Cindy Metz
Mayra Aristud
Kelly Nuzum
Yvette Nieves
Kristi Sargent
Alicia Deshong
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
Sr. Program Manager of Comprehensive
Education Coordinator
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 6:15 p.m. Mayra Aristud, Family/Community Partnership Coordinator, confirmed that a quorum was established.

October-Agenda

Ulysses Robinson, Policy Council Vice-Chair, presented the October Agenda; there were no questions. Sharon Jacob approved the motion, and Jennifer Acevedo seconded it. Motion carried.

September-Minutes

Ulysses Robinson, Policy Council Vice-Chair, presented the September minutes; there were no questions. Sharon Jacob approved the motion, and Tabatha Greene seconded it. Motion carried.

2024-25 HS/EHS Policy Council Officers/Executive Committee Nominations

Mayra Aristud, Family and Community Partnerships Coordinator presented the new Policy Council Officers and Executive Committee. Each position was reviewed and explained in detail to the representatives.

- a. Chair- Mr. Ulysses Robinson was elected as chairperson

- b. Vice-Chair- Sharon Jacob was elected as vice-chair.
- c. Secretary- Ms. Keyshla Bachiller was elected as secretary.
- d. Treasurer- Ms. Ana Llaudy was elected as treasurer.

Sharon Jacob approved the motion, and Keyshla Bachiller seconded it. There were no questions. Motion carried.

2024-25 HS/EHS Community Representatives

Mayra Aristud, Family and Community Partnerships Coordinator presented the new Osceola County Community Partner, Ms. Tabatha Greene, Orlando Health-Healthy Families Program Supervisor. She introduced herself and explained the services her program provides for the Osceola Community and how our organizations collaborate to improve the quality of our services to the families we serve.

Ms. Wanda Lopez, Family and Community Engagement supervisor for Children's Home Society, was re-elected as an Orange County Community Partner.

Sharon Jacob approved the motion, and Keyshla Bachiller seconded the motion. There were no questions. Motion carried.

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

Cindy Metz presented the Director's Report for September, highlighting key updates from various departments, including Education, Health, and Family Services. Notably, several centers achieved full enrollment, with Family Advocates assisting parents in submitting required documentation. The director addressed recent slot reductions despite increasing parents, emphasizing the need to maintain in-kind contributions. The health department is working towards 100% compliance for EHS/CCP physicals and upcoming dental exams. The Education Specialist Team is substituting at Ferguson while preparing for accreditation, though enrollment in High School and CCP remains low. Ongoing teacher training, community outreach efforts, and strong volunteer support from Foster Grandparents and UCF students were also emphasized, alongside staff development initiatives focused on child needs and wellness. Sharon Jacob approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

HR Report – October-HS/EHS/CCP/EXP

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

Sharon Jacob approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

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

Kelly Nuzum, Accounting & Finance Supervisor, presented the HS/EHS/CCP/EXP-August-Financial, Credit Card, and Match Statements. HS-11% of funding was spent for the year, monthly revenue was \$340,324, and YTD revenue was \$556,020. EHS-13% completion of funds for the year, monthly revenue of \$325,324, and YTD revenue of \$632,707. CCP-7% of the funding was spent for the year, monthly revenue was \$379,235, and YTD revenue was \$279,235. EXP-43% of the budget was spent for the year, monthly revenue was \$231,550, and YTD revenue was \$1,358,130. Centennial Bank credit card charges \$654.00 (employee screenings), \$151.00 (travel for employees), and \$1,418.00 (monthly subscriptions). Citgo's credit card charges \$560.00 (gasoline), Home Depot's credit card charges \$2,161.00 (repairs and maintenance), and Walmart's credit card charges \$5,298.00 (health and nutrition supplies). Sharon Jacob approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

FY 2023-24 HS/EHS/CCP/EXP Budget Amendments

Kelly Nuzum, Accounting & Finance Supervisor, presented the FY 2023-24 HS/EHS/CCP/EXP Budget Amendments. The approved federal funds refer to the original allocation of funds granted for specific projects or programs, as

determined by federal guidelines and agreements. These 2023/24 funds are allocated based on a set budget and must be used in accordance with federal regulations.

On the other hand, 2024 for HS/EHS/CCP/EXP amendments to federal funds indicate any changes made to the original funding allocation. This could involve increases or decreases in the budget, reallocation of funds, or adjustments to address unforeseen expenses or changes in project scope. Such amendments typically require formal approval and documentation to ensure compliance with federal policies. If you have any questions regarding the 2023/24 budget amendment, please feel free to reach out, and we will be happy to provide clarification.

Sharon Jacob approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

2024-25 HS/EHS Child Health & Safety Policies 1302.42 & 1302.47

Wilbert Reeves, The Health and nutrition specialist, shared the 2024-25 Child Health and Safety Policies have been updated to align with the final rule of the Head Start Performance Standards, transitioning from the previous framework to a more comprehensive approach for Head Start Preschool and Head Start Programs. The integration of Health Policies 1302.47 and 1302.42, approved on November 23, 2023, and May 15, 2023, respectively, reflects a commitment to enhance health and safety measures in line with the latest Performance Standards. Key updates, documented in the Health Advisory Committee report on page 18 (items 1, 2, 3) and on the new Significant Accident Report on pages 38-39 (items 1, 2, 3), provide clarity on the revisions made, ensuring that the policies are not only compliant but also tailored to meet the evolving needs of our programs.

Sharon Jacob approved the motion, and Jennifer Acevedo seconded it. There were no questions. Motion carried.

2024-25 HS/EHS/CCP/EXP Mental Health 1302.17-34-45-46 & Disabilities 1302.13-14-70-33-60-61-62-63-101 Policies

Percy Snyder, the HS Program Manager, provided an overview of updates to the Mental Health and Disabilities policies following the new Head Start Standards guidelines. Fundamental changes to the Mental Health policies include providing targeted support for pregnant women experiencing stress, anxiety, or depression, with assistance from specialists, and ensuring that mental health concerns are discussed with parents in their preferred communication methods (phone, email, in-person). Mental health consultations will now be available at least once a month based on the needs of parents and staff. A multi-disciplinary approach to mental health is now formally required, and agencies must provide post-crisis mental health support following disasters. Regarding Disabilities, the updates emphasize the use of modern technology in services, focusing on homeless families for screenings and referrals, with proper consent and documentation. The title of Disability Specialist has been updated to Inclusion Specialist, though the job responsibilities remain unchanged. Additionally, all staff will have access to necessary documentation in the red folders, which include education folders and DCF files, which must be kept accessible at the center. These updates align with the new standards and aim to strengthen support for families and staff.

Sharon Jacob approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

2024-25 HS/EHS 1302.30 Education Childhood Development Program Policies

Aliciamaria Deshong, Education Coordinator, presented and explained this comprehensive update, which introduces seven new policies and revises three existing ones to enhance the quality of early education. The new policies focus on implementing specific curricula like Frog Street, Connect- 4 Learning, and Ignite by Hatch, each addressing developmental needs, progress monitoring, and family engagement. Additional policies cover assessment tools, inventory management, classroom protocols, and substitute teacher guidelines to ensure a consistent and organized learning environment. The revised New Hire Training policy emphasizes thorough onboarding with a focus on curriculum standards and practical training. Overall, these updates aim to create a supportive environment for

educators and students, aligning with educational objectives while fostering professional growth for staff. Sharon Jacob approved the motion, and Jennifer Acevedo seconded it. There were no questions. Motion carried.

2024-25 HS/EHS 2024-25 HS-EHS ERSEA Policies 1302-Subpart A

Kristi Sargent, Senior Program Manager of Comprehensive Services, presented the HS/EHS 2024-25 HS-EHS ERSEA Policies 1302-Subpart A. The Executive Summary outlines updates to the ERSEA policy to comply with the Head Start Performance Standards, clarifying definitions for Head Start, Head Start Preschool, and Early Head Start. It revises income eligibility criteria, allowing families to deduct excessive housing costs from their income for eligibility assessment. The enrollment process mandates that at least 90% of participants must be income or categorically eligible, with a cap of 40 families per Family Advocate to ensure quality support. The policy also emphasizes the inclusion of children eligible under the Individuals with Disabilities Education Act (IDEA) and mandates staff training on eligibility criteria. Attendance support resources are provided for families facing challenges, and short-term exclusion is permitted for safety concerns. Additionally, the income definition in the ERSEA policy is updated to exclude specific sources, including certain benefits like SNAP and TANF, which do not count against income calculations for eligibility.

Sharon Jacob approved the motion, and Keishla Bachiller seconded it. There were no questions. Motion carried.

2024-25 ERSEA Training Presentation

Kristi Sargent, Senior Program Manager of Comprehensive Services, presented the 2024-25 HS/EHS/CCP/EXP. ERSEA Training presentation for new Policy Council representatives.

In this presentation, Kristi introduced the new training program and outlined the updated enrollment procedures and eligibility requirements. We will start by providing an overview of the training and a detailed explanation of the step-by-step enrollment process. Additionally, we will discuss the new eligibility criteria that participants must meet to participate in the program.

Sharon Jacob approved the motion, and Keishla Bachiller seconded it. There were no questions. Motion carried.

2024-25 New Staff Wellness Policies

Crystal Thompson, Health Specialist/Staff Wellness Committee, presented and explained the purposes of The Staff Wellness Policy aims to support Head Start staff's physical and emotional well-being through ongoing resources, training, and a positive work environment. Key objectives include promoting healthy lifestyle choices, enhancing mental health support, fostering a culture of work-life balance, and providing health education. The policy emphasizes a safe, inclusive, and non-discriminatory workplace, encouraging empowerment and teamwork among staff. Compliance with Head Start Performance Standards ensures that wellness-related costs are properly managed. To implement this policy, a Staff Wellness Committee will meet regularly, and initiatives will focus on physical activity, mental health, and overall work-life balance, backed by adequate resources and budget allocations. Through these efforts, Head Start aims to create an environment where staff feel respected, supported, and empowered.

Sharon Jacob approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

2024-25 Updated HS/EHS Policy Council By-Laws Article 3:Section 2 & 5

Mayra Aristud, Family & Community Partnerships Coordinator, presented the updates made to the school year 2024-25 Policy Council By-Laws. These updates reflect changes from the recently approved Slot reduction, as the program now serves fewer sites. The 2024-25 Policy Council By-Laws outline the election process for members and the requirements for a quorum. As specified in Article 3, pages 2-3, Section 2, each September, Parent Committee meetings at all 4C Head Start centers will elect Parent Representatives to join the Policy Council in October. At the first October meeting, these representatives will elect Community Representatives, with the 4C Governing Board

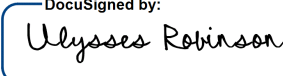
selecting one member to serve as a liaison. This liaison will serve on the Policy Council and the Governing Board for one year. Additionally, the Policy Council's quorum is defined as a simple majority of its members, requiring at least five members to present for decisions, as outlined in Article V, page 7. Sharon Jacob approved the motion, and Keishla Bachiller seconded it. There were no questions. Motion carried.

2024-25 HS/EHS Updated ERSEA Eligibility Weigh Scale

Cindy Metz, Chief Officer of Education/HS/EHS Director, presented and explained a minor update to the eligibility criteria, including that staff members with children in the program points will be considered on the Eligibility Weigh Scale. Sharon Jacob approved the motion, and Keishla Bachiller seconded it. There were no questions. Motion carried.

Public Comments: No comments were presented.
Adjournment: The meeting was adjourned at 7:40 p.m.

The next meeting of the Policy Council is scheduled for Wednesday, November 20, 2024.

X 
Ulysses Robinson
HS/EHS/CCP/EXP Policy Council Vice Chair