



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by TEAMS Minutes
February 19, 2025**



Policy Council Representatives in Attendance

Ulysses Robinson (Chair)
Sharron Jacob (Vice-Chair)
Ana Llaudy (Treasurer)
Britney Thompson
Vanessa Jones
Tabatha Greene
Wanda Lopez

Site

Ferguson EHS
Orlando Day Nursery
Altamonte HS
Coqui Academy
Apopka Child Academy
Healthy Families of Osceola
Children's Home Society

4C Head Start Staff in Attendance via TEAMS

Mayra Aristud
Roodley Cantave
Marcia Cotton
Alicia Deshong
Emily Hurst
Krystal Jones
Kelly Nuzum
Wilbert Reeves
Percy Snyder

Position

Family/Community Partnerships Coordinator
Seminole Family Advocate
SR Program Manager of Education/Inclusion
Education Coordinator
SR Program Manager of Compliance, Data
Human Resources Generalist
Accounting and Finance Supervisor
Senior Health Specialist
H.S. Program Manager

The meeting was called to order at 6:05 p.m. Mayra Aristud, Family/Community Partnership Coordinator, confirmed that a quorum was established.

February-Agenda

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

January-Minutes

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

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

Kelly Nuzum, Accounting and Finance Supervisor, presented the HS/EHS/CCP/EXP-December financial, Credit Card, and Match Statements. HS-45% of funding was spent for the year, monthly revenue was \$374,280, and YTD revenue was \$2,178,279. EHS-40% completion of funds for the year, monthly revenue of \$351,855, and YTD revenue of \$1,660,425. CCP-35% of the funding was spent for the year, monthly revenue was \$328,398, and YTD revenue was \$1,830,838. EXP-71% of the budget was spent for the year, monthly revenue was \$206,279, and YTD revenue was \$2,248,868. Centennial Bank credit card charges \$600.00 (employee screenings), \$3,570.00 (travel for employees), and \$274.00 (monthly subscriptions). Citgo's credit card charges \$435.00 (gasoline), Home Depot's credit card charges \$10,207.00 (repairs and maintenance), and Walmart's credit card charges \$5,426.00 (health and nutrition supplies) for a total of \$20,513.

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

HS/EHS FY 2024-25 Budget Revision Request-Application Grant #04CH012678

Kelly Nuzum, Accounting and Finance Supervisor, presented the HS/EHS4C presented Budget Revision for the FY24-25 Head Start and Early Head Start (Grant # 04CH012678-01) program to request prior approval for the purchase of equipment and other items. The revision is due to a surplus in salary and benefits funds, resulting from staff vacancies and the recent approval of an Enrollment Reduction request, which allowed for salary increases to fill high vacancies. The request reallocates these surplus funds to purchase Smart-Boards for classrooms, Ignite-Tables for Early Head Start, and vehicles, along with ramps and stairs for new leased portables at various locations. These purchases aim to enhance the quality of the programs and ensure a smooth transition for children as they prepare for school readiness. The total budget revision includes reductions in personnel and fringe benefits and increases in supplies and equipment. Wanda Lopez approved the motion, and Sharron Jacobs seconded it. There were no questions. Motion carried.

February HS/EHS/CCP/EXP HR Report –Approval of Hiring and Separations

Krystal Jones, SR Human Resources Generalist, submitted the February- HR Report, which reported the organization's separations and new hires.

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

February 2025 ERSEA Enrollment Update

***For Informational Purposes Only**

Ms. Kristi Sargent presented the updated enrollment percentage, highlighting that all programs have exceeded the required 97% enrollment rate. Notably, the Head Start program is starting in February with a remarkable 100% enrollment. Additionally, Head Start is maintaining an outstanding record, serving 10% of children with disabilities. AWESOME JOB to the ERSEA team and all the teams across all areas who stepped up to support the ERSEA team in making phone calls, following up with families on the waiting list, and assisting with applications to our programs. She said, "I truly appreciate your efforts!"

COGNIA Accreditation Update

***For Informational Purposes Only**

Ms. Alicia Deshong, Education Coordinator, presented the COGNIA visits Update, highlighting Deborah Hubbard, our COGNIA Reviewer, who visited various sites during the week of February 17-21. During her visit, Deborah conducted classroom observations at several locations. On Monday and Tuesday, she observed 10 classrooms at Ferguson. On Wednesday, she observed 2 Head Start and 1 Early Head Start classroom at Palm Plaza. On Thursday, she visited Lawton and Altamonte, preparing for the upcoming COGNIA Accreditation in March. Finally, on Friday, she conducted observations at Midway.

2025 HS/EHS/CCP/EXP December Monthly Director's Report

Emily Hurst, senior HS/EHS/CCP/program manager of Compliance, Data Management, and Facilities, presented the director's report for January on Behalf of Cindy Metz, EHS/HS Chief Officer of Education and Director. The program has exceeded enrollment goals, with all programs surpassing the 97% target and the Head Start program achieving 100% enrollment in February. It continues to support children with disabilities, maintaining 10% in Head Start, with efforts to reach the same target in other programs. Health initiatives include increased hearing, vision, and hemoglobin screenings, with a goal of 100% completion. Education specialists have been stepping in as substitute teachers, ensuring continuity in classrooms, while the Education Classroom Monitoring for 2024-2025 has begun. The Inclusion Team has successfully completed quarterly monitoring, and efforts are focused on improving disability services. The program is excited about new partnerships with organizations such as Alianza Center, Drums In Recovery, and HAVSERVE to further community engagement. Quarterly cross-functional "Popcorn Meetings" have been introduced to update teams on trends and share program highlights, and the Inclusion Specialists now directly enter child screenings for faster support. We are finalizing a partnership with Big Smiles Florida, an in-school dental program that provides free portable dental services directly at the sites. The program also continues to streamline In-Kind procedures and create training to support teachers. Tabatha Greene approved the motion, and Wanda Lopez seconded it. There were no questions. Motion carried

Public Comments: No Comments.

Adjournment: The meeting was adjourned at 6:45 p.m.

The next meeting of the Policy Council is scheduled for Wednesday, **March 12th, 2025.**

The Policy Council Meeting has been rescheduled for a week earlier due to spring break from March 17 to 21

X *Ulysses Robinson*

Ulysses Robinson

HS/EHS/CCP/EXP Policy Council Chair