Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Hybrid Meeting Minutes
August 19, 2026

Policy Council Representatives in Attendance	Site
Ki'Anna Watson	Little Acorns
Wilkie Saintil	Ferguson
Keyla Cappelletti	Midway
Charnisha Stevens	Teddy Bear
Natalia Diaz	First Steps
Lisette Rodriguez	Palm Plaza B
Jazmine White	Lawton
Natasha Kissoon Persaud	Lawton
Indiana Fleurant	Kids Village

4C Head Start Staff in Attendance via TEAMS	Position
Cindy Metz	HS/EHS Chief Officer of Education/Director
Kelly Nuzum	Accounting and Finance Supervisor
Krystal Jones	Human Resources Generalist
Kristi Sargent	SR Program Manager Comp/Services
Marcia Cotton	SR Program Manager of Education/Inclusion
Wilbert Reeves	Senior Health Specialist
Percy Snyder	Head Start Program Manager
Emily Brown	Senior Program Manager of Q.A.& Facilities
Yvette Nieves	Senior Human Resources Generalist
Luis Mercado	Accounting Assistant
Heather Hack	Head Start Finance Analyst
Aliciamaria Deshong	Education & Cognia Coordinator
Quintin Roper	Family & Community Partnership Coordinator

Call to Order and Declaration of Quorum
Percy Snyder, Head Start Program Manager, called the meeting to order at 10:05 am.

August-Agenda
Percy Snyder, Head Start Program Manager, presented the August Agenda; there were no questions. Keyla Carey approved the motion, and Ki'Anna Watson seconded it. Motion carried.

June-Minutes
Percy Snyder, Head Start Program Manager, presented the June minutes for approval; there were no questions. Ashley Cole approved the motion, and Ki'Anna Watson seconded it. Motion carried.

HS/EHS/CCP/EXP HR Reports - June, July, and August 2026

Krystal Jones, Human Resources Generalist, presented separations, new hires, transfers, promotions, qualifications, experience, and start dates for positions across the HS/EHS/CCP/EXP programs. Staff qualifications were reviewed against position requirements; one returning teacher was placed on an education agreement to complete a required credential by November 2026. There were no questions. Ki'Anna Watson approved the motion, and Keyla Carey seconded it. Motion carried.

May and June Financial, Match, and Credit Card Statements

Heather Hack, Head Start Finance Analyst, presented the May and June financial, match, and credit card statements. Head Start, Early Head Start, and Expansion remained near expected expenditure levels. Early Head Start and Expansion maintained positive year-to-date match balances, while Head Start showed a deficit and CCP continued to experience the largest non-federal share deficit. Credit card expenditures reflected routine program, training, technology, transportation, parent-activity, and facility costs. There were no questions. Keyla Carey approved the motion, and Ashley Cole seconded it. Motion carried.

Fiscal Year 2025 Annual Audit

Ms. Hack presented the agency-wide Fiscal Year 2025 Annual Audit, which included the 4C Foundation. The audit concluded that the financial statements fairly presented the organization's financial position and identified no material weaknesses, significant deficiencies, compliance findings, or questioned costs. The organization was classified as a low-risk auditee. There were no questions. Keyla Carey approved the motion, and Ashley Cole seconded it. Motion carried.

HS/EHS/CCP/EXP Non-Federal Share Waiver Requests

Kelly Nuzum, Accounting and Finance Supervisor, presented 2026-2027 Non-Federal Share Waiver Requests. Head Start/Early Head Start anticipated generating approximately $1.5 million and requested a waiver of approximately $846,000; CCP anticipated $324,000 and requested approximately $946,000; and Expansion anticipated $161,000 and requested approximately $282,000. Staff continued developing in-kind guidance, volunteer opportunities, parent engagement activities, and community partnerships to increase allowable match. There were no questions. Ki'Anna Watson approved the motion, and Ashley Cole seconded it. Motion carried.

HS/EHS/CCP/EXP Director's Report - June 2026

Cindy Metz, Chief Officer of Education/Head Start Director, reported strong enrollment and applicant pipelines, continued work on attendance and family-service requirements, timely health and education monitoring, completion of Seminole portable renovations, and successful opening of classrooms. Quintin Roper was welcomed as Family and Community Partnership Coordinator. A new partnership with True Health would improve family access to immunizations, well-child visits, lead screenings, and dental services. There were no questions. Keyla Carey approved the motion, and Hailey Phillips-Smith seconded it. Motion carried.

HS/EHS/CCP Child Health Status and Nutrition Policy Revisions

Wilbert Reeves, Senior Health and Nutrition Specialist, presented policy revisions covering staff-title changes, nutrition review procedures, allergy documentation, special infant formula, report routing, transition from Minute Menu to KidKare, food-warmer procedures, emergency food supplies, and specialist reviews for returning children. There were no questions. Hailey Phillips-Smith approved the motion, and Keyla Carey seconded it. Motion carried.

HS/EHS/CCP TEACH Policy Updates

The TEACH Policy Updates were tabled until the next Policy Council meeting. No action was taken.

HS/EHS/CCP School Readiness and In-Kind Contributions

Marcia Cotton and Aliciamaria Deshong reviewed the School Readiness Agreement and emphasized attendance, communication, parent participation, and learning at home. Families were encouraged to document qualifying in-kind activities through Learning Genie, lending libraries, volunteer service, and home-learning experiences. Information item only. No action was required.

Head Start Enrollment Reduction Information Memorandum

Cindy Metz reviewed Office of Head Start guidance concerning slot reductions and confirmed that 4C had already completed its reduction process. Staff were also reviewing proposed federal changes concerning Head Start requirements and state standards. Additional information would be provided after further review. Information item only. No action was required.

Public Comments

The floor was opened for public comments. No public comments were received. Staff thanked families for their attendance and participation.

Adjournment

With no further business, the meeting was adjourned at 11:04 a.m.

X Genesis

Genesis Gallardo
HS/EHS/CCP/EXP Policy Council Vice Chair