



**Policy Council Special Call Meeting
June 19, 2024 (English and Spanish)
5:30 p.m.
Minutes**

I. Call to Order

Mr. Randy Grice presided over the meeting. The meeting was called to order at 5:33 p.m.

II. Roll Call

The following participated in the meeting:

Members	Representing Centers
Monica Symonette	B&G Preschool
Dayana Cruz	Kids Small World Learning Center
Melissa Spencer	Kinderkids Academy III
Janel Gowdy	Lincoln Marti 102
Ruth Gutierrez	Lincoln Marti 450
Kerenza Scheeper	Lincoln Marti 905
Apryl Thomas	Lord's Learning Center
Jose Nunez	My Little Angels
Anielka Coke	Springview Academy
Yarden Dixon	Step Above
Evelyn Ravelo	Sunshine
Aliyah Cuebas	Tiny Tykes
Randy Grice	Community Representative
EHS Staff	Position
Alexander Sanchez	Controller
Angelo Parrino	Chief Operating Officer
Belkis Torres	Vice President for EHS
Bob De La Fonte	Legal Counsel
Cecilia Nariznis	Mental Health Manager
Delfina Rodrigo	Fiscal Specialist
Elicenia Del Rio	Interim Finance Manager
Jessica Dittmar	Administrative Coordinator
Kimii Robinson	EHS Director of Family and Community Engagement
Maggie Casanova	Sr. Accountant
Roseleen Hurtado-Rodriguez	Health Manager
Salvatore Martorano	EHS Compliance Manager
Sarahi Rivera	Director of Child Development and Education Support Services
Pamela Hollingsworth	Sr. VP for Strategic Initiatives and Program Development
Valeria Perez Sarabia	Nutrition Manager
Yissel Morales	Contract Manager

III. Action Item

A. May 1, 2024 Meeting Minutes

Mr. Grice asked for a motion to approve the May 1, 2024 meeting minutes.

- Motion made by Jennifer Li Moya
- Motion seconded by Anielka Coke
- No discussion
- Motion passed in 13 favor and 0 opposed.

B. Resolutions

Resolution 06192024-01: One-Time Quality Improvement

Ms. Torres shared this resolution was presented on April 17, 2024 for \$371,528. The resolution is being presented again for a higher amount, \$650,300, to increase the cycles of coaching that were previously budgeted. The justification for increasing the cycles of coaching is due to a recent monitoring review conducted by the Regional Office and the monitoring agency contracted with the Office of Head Start. The monitoring was in response to the incident shared with the Policy Council on April 17, in which a child had an accident and had to get 3 stitches. During the federal monitoring, there were questions on the type of support that the program is giving to teachers on active supervision. This is a recurring question from the Regional Office every time the program reports an incident.

Mr. Grice asked for a motion to approve Resolution 06192024-01: One-Time Quality Improvement

- Motion made by Apryl Thomas
- Motion seconded by Anielka Coke
- No discussion
- Motion passed in 13 favor and 0 opposed.

IV. Reports

A. Expenditure Report and Credit Card Reports (March and April 2024)

March 2024

The total year-to-date expenses in March 2024 were \$7,556,952.00. Of these, \$4,045,127.99 went to childcare partners for direct services. The program used 62.8% out of the 67% goal.

March 2024 Credit Card Report

There were no credit card expenses for the month of March 2024.

April 2024

The total year-to-date monthly expenses for April 2024 were \$8,667,834.62. Of these, \$4,545,019.29 went to childcare partners for direct services.

The goal percentage for April is 75%. The program is currently at 72%. The program is forecasting a surplus of \$89,784.76.

April 2024 Credit Card Report

There was \$7,970.33 in credit card expenses for April 2024. This charge was for travel and lodging expenses for staff members to attend an out-of-town conference, The National Head Start Association.

B. Meal Reports Month April and May 2024

Ms. Perez shared that each month the program shares the number of USDA meals claimed by each site. The report captures the number of meals given to each child, each day of the month for each meal. The percent column indicates the percent of meals served based on each day a child was present for the month. Sometimes children arrive late or leave early which may cause them to miss a meal. Those who arrive late may not be counted for USDA purposes but will still be offered a meal.

During April and May reports, meals that did not reach 100% are in red. This means one or more children missed the specific meal for one or more days of the month. The meals with a red box are centers in which none of the meals reached 100%. This again is due to one or more children leaving early or arriving late and thus not receiving one or more meals for the day they were present. In April, the program had one center in this situation and in May there were four

centers. The program analyzed the meals. The centers that did not reach 100% for all meals were mainly a result of children arriving late and leaving early due to health issues.

C. April and May 2024 Enrollment Reports

Policy Council Members were advised that the Early Head Start (EHS) program is currently operating from 27 centers to serve 750 children for School Year 2023-2024 as of April 17.

The Early Head Start (EHS) program ended the month of February with 726 children enrolled and three vacancies with less than 30 days with the selection and enrollment process pending.

In late February, Lincoln Marti 940 joined the Early Learning Coalition- Early Head Start program and in March began providing services to 24 families in the Perrine region.

The Early Head Start (EHS) program ended the month of March with 740 children enrolled and 10 vacancies with less than 30 days with the selection and enrollment process pending.

D. April and May 2024 Attendance Reports

The Early Head Start Program met attendance goal outcomes for April with 87.90 %; and met attendance goal outcomes for May with 86.60 %; both aligning past yearly trends.

The top reasons for absences for both April and May were sick/illness, family situations, transportation and vacation.

V. General Updates

Ms. Torres shared recent incidents that occurred at several centers. Lincoln Marti 102 – a parent claimed that child was missing hair and had a swollen lip. The Department of Children and Families (DCF) is investigating. Another parent claimed that the teacher hit a child in the face. DCF did not take the report.

At another center, Children of the New Sun, parent claimed that child received a burn mark. The burn mark look like a cigarette burn. There is no certainty on whether the burn mark originate at the center or while the child was under the care of the parents. DCF is investigating this incident.

In addition, a parent filed a complaint against the program with the Office of Head Start regarding a non-EHS child who was attending Kids Small World. The parent alleged that the child's teacher had pulled her child's ear. The child is a sibling of an EHS child at the site.

Three partners will not be renewing their contracts for next year and two partners are reducing their slots; there are 99 slots that must be relocated. Currently, 24 slots were placed at a site that previously partnered with the program. After a change of ownership, the new owner wanted to initiate a partnership again with the program. The new partner will be receiving 24 slots. Furthermore, an existing partner will be receiving 8 additional slots. The program is also interviewing new potential partners.

VI. Reminders

Next Policy Council meeting will be on Wednesday, August 21, 2024 at 5:30 p.m.

VII. Public Comments

No public comments were shared.

VIII. Adjournment

Mr. Grice asked for a motion to adjourn the meeting.

- Motion made by Anielka Coke

The meeting was adjourned at 6:00 p.m.