



**Policy Council Meeting**  
**February 15, 2023 (English and Spanish)**  
**5:30 p.m.**  
**Minutes**

**I. Call to Order**

Naomie Morency 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
Marques Stokes	Children of the New Sun
Maria Aponte (Alternate)	It's a Small World Academy II
Naomie Morency (Secretary)	Jitta Bug
Deja Moorehead	Kinderkids Academy III
Cristina Casmir	Miami Gardens Learning Center
Betty Pierre (Parliamentarian)	Shores School
Arletis Gonzalez Perez	Springview Academy
Denise Fernandez	Tiny Tikes
Randy Grice	Community Representative
Polo Coronado	Community Representative
Iris Strachan	Board Representative
EHS Staff	Position
Alexander Sanchez	Controller
Angelo Parrino	Chief Operating Officer
Belkis Torres	Vice President for Early Head Start
Bob De La Fonte	Legal Counsel
Casie Haines	Deputy Director of Finance
Cecilia Nariznis	Early Head Start Mental Health Manager
Elicenia Del Rio	Early Head Start Fiscal Analyst
Kristine Gregory	ELC Board & Policy Manager
Maggie Casanova	Sr. Accountant
Mariamanda Borge	Human Resources Deputy Director
Maria Fegan	Family Advocate Supervisor
Mercy Castiglione	Chief Financial Officer
Otilia Gonzalez-Varese	Early Head Start Disability Manager
Pamela Hollingsworth	Sr. Vice President for Strategic Initiatives and Program
Salvatore Martorano	Early Head Start Compliance Manager
Sandra Gonzalez	Senior Vice President of School Readiness and VPK
Sarahi Rivera	Director of Child Development and Education Support Services
Yissel Morales	Contract Manager

**III. Action Item**

**a. Approval of Board Appointed Member**

Ms. Naomie Morency asked for a motion to approve the appointment of Ms. Iris Strachan as Board Representative to the Policy Council.

- Motion made by Randy Grice
- Motion seconded by Polo Coronado
- No discussion

- Motion passed in 10 favor and 0 opposed

**b. January 18, 2023 Meeting Minutes**

Ms. Naomie Morency asked for a motion to approve the January 18, 2023 meeting minutes.

- Motion made by Randy Grice
- Motion seconded by Maria Aponte
- No discussion
- Motion passed in 10 favor and 0 opposed

**c. Resolutions**

**i. 02152023-01 Self-Assessment and Action Report**

Ms. Torres reviewed the results and action plan of the Self-Assessment that began on page 32 of the English and Spanish packets. She reviewed the program's plans to have every teacher become certified in Best Practices in Inclusive Early Childhood Education (BPIECE); increase parent engagement by volunteering and through communication apps.; increase the enrollment of dually enrolled children; increase submission of well-baby forms by refining policies and procedures, as well as educating pediatricians on Early Head Start health requirements; and progressively increase staff knowledge base on Mental Health by having everyone meet the infant mental health competencies development by The Michigan Association for Infant Mental Health.

Ms. Naomie Morency asked for a motion to approve Resolution 02152023-01: Self-Assessment and Action Plan.

- Motion made by Randy Grice
- Motion seconded by Maria Aponte
- No discussion
- Motion passed 10 in favor and 0 opposed.

**ii. 02152023-02 Recruitment and Selection Plan**

Ms. Maria Fegan shared changes and modifications that were made to this year's recruitment plan. She explained that the Recruitment and Selection Plan represents a framework intended to ensure that the program meets one hundred percent of enrollment at all times. The plan outlines the steps that the Early Learning Coalition will take to recruit, as well as the role of our partners and parents. Ms. Fegan explained the plan is divided into two categories, outreach and recruitment strategies. Outreach is identified as the process we take to increase the community's awareness of our program. Recruitment is the task completed to increase inquiries and enrollment. Additionally, it was shared that the Early Learning Coalition has a contract with Armstrong Creative Consulting to assist with both outreach and recruitment efforts.

Ms. Fegan shared the changes made to the plan:

- the targeted population was expanded to include pregnant women and Supplemental Nutrition Assistance Program (SNAP) recipients.
- The point criteria used to select families was modified to include factors that would focus on the selection of pregnant women: Gestational age was added and several other factors related to pregnancy risks.
- The point criteria also now include receiving points for documented SNAP recipients.
- Next item was to include SNAP recipients in the plan.
- Canvassing Resources was updated to include several locations that may be visited by pregnant women.

Ms. Naomie Morency asked for a motion to approve Resolution 02152023-02: Recruitment and Selection Plan.

- Motion made by Randy Grice
- Motion seconded by Maria Aponte
- No discussion

- Motion passed 10 in favor and 0 opposed.

#### IV. Reports

##### a. **Expenditure Report and Credit Card Reports**

###### **October 2022 Expenditure Report**

In October 2022, the program spent twenty-one percent (21%) of the forecasted budget for salary and fringe, just under twenty-seven percent (26.9%) for childcare services, twenty-four percent (24%) for contractual services, and nine percent (9%) for other. The usage goal through October was 25%. The program has used just over twenty-four percent (24%) of the total budget to date and had \$8,224,043 remaining. The program is forecasting \$10,639,182.76 in expenses for the year.

###### **October 2022 Credit Card Report**

There were \$1,876.10 in credit card expenses for the month of October for 2022. This amount was for travel and lodge for staff for 2 staff to attend an out of town conference.

###### **November 2022 Expenditure Report**

As of November 2022, the program spent twenty-seven percent (27%) of the forecast budget for salary and fringe, thirty-five percent (35%) for childcare services, thirty-three (33%) for contractual services, and seventeen percent (17%) for other. The usage goal through November was 33%. The program has used just over thirty-three percent (33%) of the total budget to date and had \$7,263,953 remaining. The program is forecasting \$10,814,262.98 in expenses for the year.

###### **November 2022 Credit Card Report**

There were no credit card expenses for the month of November for 2022.

###### **December 2022 Expenditure Report**

In December 2022, the program spent Thirty-four percent (33.94%) of the forecast budget for salary and fringe, forty-three percent (43%) for childcare services, forty-three percent (42.8%) for contractual services, and twenty percent (20%) for other. The usage goal through December was 41.7%. The program has used just under forty percent (40.4%) of the total budget to date and had \$6,481,946 remaining. The program is forecasting \$10,727,580.80 in expenses for the year.

###### **December 2022 Credit Card Report**

There were \$580.25 in credit card expenses for the month of December for 2022. This amount was to complete background checks for 12 staff.

##### b. **Meal Reports**

###### **December 2022**

Number of meals served in December were as follows:

- Breakfasts - 11,699 (99.49%)
- Lunches - 11,738 (99.82%)
- Snacks - 11,692 (98.43%)

At several schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:

- Children of the New Sun
- Little Ones Academy
- My Little Angels Day Care Center
- Rainbow Intergenerational

- Step Above Academy
- Tiny Tikes

### **January 2023**

Number of meals served in January were as follows:

- Breakfasts - 11,699 (99.49%)
- Lunches - 11,738 (99.82%)
- Snacks - 11,692 (98.43%)

At several schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:

- Children of the New Sun
- Little Ones Academy
- My Little Angels Day Care Center
- Rainbow Intergenerational
- Step Above Academy
- Tiny Tikes

### **c. Enrollment Report**

#### **November 2022 Enrollment Report**

During the month of November, there were a total of 750 allocated slots and 740 enrolled. The program had 10 vacancies. The slots were vacant due to several children leaving the program and the program trying to attain full enrollment. Four (4) of the slots were vacant for more than 30 days at one of the new partner sites. The average number of days for filling the remaining 6 vacancies was 9 days. The longest timeframe for filling vacancies was 19 days and the shortest was 3 days.

#### **December 2022 Enrollment Report**

During the month of December, there were a total of 750 allocated slots and 737 enrolled. The program had 13 vacancies. The slots were vacant due to several children transitioning out of the program. None of the slots were vacant for more than 30 days. The average number of days for filling a vacant slot was 7 days. The longest number of days to fill a slot was 11 days and the shortest number was 2 days.

#### **January 2022 Enrollment Report**

During the month of January, there was a total of 750 allocated slots and 745 enrolled. The program had 5 vacancies. On average, slots were vacant for 5 days. None of the centers experienced a vacancy longer than 30 days. The average number of days for filling a vacant slot was one day.

### **d. Attendance Report**

#### **November 2022**

During the month of November, the program offered only in-person services to children. The average monthly attendance was 82.08% which decreased from October's 84.62%. The top two (2) reasons for absences were children being out on vacation, and children being out sick.

#### **December 2022 Attendance Report**

During the month of December, the program offered only in-person services to children. The average monthly attendance was 82.46% which increased from November's 82.08%. The top two (2) reasons for absences were children being out on vacation, and children being out sick.

### **January 2022 Attendance Report**

During the month of January, the program offered only in-person services to children. The average monthly attendance was 83.11% which increased from December's 82.46%. The top two (2) reasons for absences were children being sick, and inclement weather conditions.

#### **V. General Updates**

Ms. Torres gave an update on the Parent Activity Funds that was approved by the Policy Council in November. The Parent Activity Fund is a portion of the budget that is set aside specifically for parent education/training. The program has started identifying vendors for the approved trainings that the Policy Council approved. Parents were asked to be attentive to the emails that will be going out regarding the trainings. Parent members were asked to please share the information with the other parents so that they can participate. The trainings will be similar to the ones offered last year. Therefore, any parent who missed a training last year had another opportunity to attend this year.

The program has purchased a new parent program called Ready Rosie. Ready Rosie is a subsection of the program's curriculum, Creative Curriculum. Ready Rosie is a library of short one-minute videos that shows parents how to support their children's development. Short videos were shared: <https://www.readyrosie.com/modeled-moments/#>

Every year the program must do an assessment of the community to determine which areas to serve and to what level is the need for Early Head Start. In 2020, the program acquired zip codes 33161, 33157, and 33012 through the community assessment. The program has contracted with Mano-y-Ola to do this year's community assessment. As part of the community assessment, they ask key stakeholders in the community and parents to complete a survey. Members were asked to complete the survey link that was sent to them in the morning.

Ms. Torres shared that the program contracted a nutrition consultant, Fruity Veggie. Fruity Veggie will be doing nutrition assessments on the new children, creating special diet menus, conducting nutrition consultation with families, and will be doing trainings. The program is coordinating a Nutrition Training for parents for Nutrition Month which is in March.

#### **VI. Reminders**

The next Policy Council meeting is Wednesday, April 15, 2023 at 5:30 p.m.

#### **VII. Public Comments**

No public comments.

#### **VIII. Adjournment**

Mrs. Naomie Morency adjourned the meeting at 6:29 p.m.