



Policy Council Meeting
April 19, 2023 (English and Spanish)
5:30 p.m.
Minutes

I. Call to Order

Ms. Maria Cristina Nunez 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
Naomie Morency (Secretary)	Jitta Bug
Geraldine Orrico	Kids Small World Learning Center
Deja Moorehead	Kinderkids Academy III
Susan Leal	Lincoln Marti - 450
Betty Pierre (Parliamentarian)	Lincoln Marti - 905
Astry Lugo	Little Red School House
Maria Cristina Nunez (Chair)	My Little Angels
Zelmy Solenzal	Rainbow Intergenerational
Amanda Lopes	Springview Academy
Randy Grice	Community Representative
Polo Coronado	Community Representative
EHS Staff	Position
Alexander Sanchez	Controller
Angelo Parrino	Chief Operating Officer
Belkis Torres	Vice President for Early Head Start
Bob De La Fuente	Legal Counsel
Cecilia Nariznis	Early Head Start Mental Health Manager
Elicenia Del Rio	Early Head Start Fiscal Analyst
Jacqueline Dominguez	Human Resources Director
Jessica Dittmar	Administrative Coordinator
Kimii Robinson	Director of Family and Community Engagement
Lisney Badilla	Director of Contracts and Procurement
Maggie Casanova	Sr. Accountant
Otilia Gonzalez-Varese	Early Head Start Disability Manager
Roseleen Hurtado Rodriguez	Health Manager
Sarahi Rivera	Director of Child Development and Education Support Services
Sheyla Perez	Contract Manager
Yissel Morales	Contract Manager

III. Action Item

A. February 15, 2023 Meeting Minutes

Ms. Maria Cristina Nunez asked for a motion to approve the February 15, 2023 meeting minutes.

- Motion made by Randy Grice
- Motion seconded by Deja Moorehead
- No discussion
- Motion passed in 9 favor and 0 opposed

B. Resolutions

i. 04192023-01 Budget 2023-2024

Ms. Casanova explained that every year the Early Head Start program must submit an application indicating how the funds will be used for the following year. She shared the resolution being presented is for the 2023-2024 budget in the amount of \$12,039,388. This money is comprised of the regular program operation budget of \$10,881,410. It also includes additional funding allocated by the Office of Head Start. There is \$609,359 for Cost of Living Adjustment and \$316,245 for Quality Improvements funds. These additions funds will be added to the budget on an ongoing basis. Finally, it was shared that the program receives \$232,374 every year specifically for training and technical assistance. A variance chart was shared with the members comparing the changes from last year's budget. The 2023-2024 budget is higher due to the Cost of Living Adjustment and the Quality Improvement funds that will be received.

Ms. Maria Kristina Nunez asked for a motion to approve Resolution 04192023-01 Budget 2023-2024.

- Motion made by Randy Grice
- Motion seconded by Polo Coronado
- No discussion
- Motion passed 9 in favor and 0 opposed.

ii. 04192023-02: Grant Application

Ms. Torres explained that one of the requirements of the grant is having Board and Policy Council involvement in the development of the grant application. Ms. Torres shared that this is accomplished in different ways, such as being a part of the self-assessment, developing the program goals, developing the school readiness goals or participating in the recruitment and selection plan meeting. Ms. Torres shared that along with the budget, the program must submit a narrative explaining how the program intends to use the funds to provide required services. Ms. Torres reviewed all of the changes to the grant application making special emphasis on how the program intends to use the Cost of Living Adjustment, the Quality Improvement funds, and the request for a non-federal share waiver.

Ms. Maria Cristina Nunez asked for a motion to approve 04192023-02: Grant Application.

- Motion made by Randy Grice
- Motion seconded by Deja Moorehead
- No discussion
- Motion passed 9 in favor and 0 opposed.

iii. 04192023-03: Training and Technical Assistance Plan

The program is required to submit a Training and Technical Assistance Plan every year that details how the program intends to provide Training and Technical Assistance to the staff and parents. Parents receive Technical Assistance through consultations. Most of the items listed on the Training and Technical Assistance Plan are paid through the Training and Technical Assistance funds. Some of the items in the plan will not have a financial impact to the program because they are trainings that are received at no cost. Ms. Torres reviewed the goals of the Training and Technical Assistance Plan and the corresponding training or technical assistance associated with the goal.

Ms. Maria Cristina Nunez asked for a motion to approve 04192023-03: Training and Technical Assistance Plan.

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

IV. Reports

A. Annual Report

Ms. Torres presented the 2021-2022 Annual Report to the members. She reviewed the annual report in the packet. She pointed out the 2021-2022 funding sources and expenditures; the percent of eligible children served in 2021-2022; the average monthly enrollment, which was low due to having a low number of partners; and the number of children with disability served. Ms. Torres also shared the child outcome grid which details the percent of children who exceeded, met or were below in each of the areas of development. Ms. Torres explained that family advocates conduct a questionnaire with families at the start and end of the school year on specific areas of outcome. In reviewing the Medical and Dental services it was shared that dental continues to be an area that is low because parents do not prioritize dental exams for infants and toddlers. Finally, Ms. Torres shared the financial audit that had no findings and a federal review that had a noncompliance from an incident that happened at a partner site in February 2021.

B. Program Goals Update

Ms. Torres explained that when the program developed the 5-year grant application in 2019, the program had to develop goals for the next 5 years. A meeting was held with staff, board members, policy council member, and partners to identify the goals. Three goals were developed. Each goal has two to four objectives. Ms. Torres reviewed with the members the status of each objective and challenges experienced in meeting the objectives.

C. School Readiness Update

Ms. Sarahi Rivera provided an explanation of how the School Readiness Goals are developed, along with the current areas meeting and exceeding expectations, along with the plan in place to continue the support of implementation.

D. Expenditure Report and Credit Card Reports (January and February 2023)

As of January 2023, the program goal was to spend 50% of the budget in January. The program spent forty-seven percent (47%) of the total budget and had \$5,729,874 remaining. The program is forecasting \$10,696,207.95 in expenses for the year.

There were no credit card expenses for the month of January for 2023.

As of February 2023, the program goal was to spend 58% of the budget in February. The program spent fifty-one percent (51%) of the total budget to date and had \$5,289,779 remaining. The program is forecasting \$10,367,853.62 in expenses for the year. The program is expecting a slight surplus but program has plans spend all the funds and end the year on a balanced budget.

The program had a credit card expense of \$1,699.00 for three (3) staff and two (2) partners to attend the Region IV Head Start Association Early Childhood conference in Atlanta.

E. Meal Reports

February 2023

Number of meals served in February were as follows:

- Breakfasts - 12,150 (99.65%)
- Lunches - 12,177 (99.87%)
- Snacks - 12,101 (99.25%)

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

- Miami Gardens Learning Center
- Rainbow Intergenerational
- Shores
- Springview
- Step Above Academy
- Thy Kingdom Kids

March 2023

Number of meals served in March were as follows:

- Breakfasts – 14,411 (99.67%)
- Lunches – 14,427 (99.78%)
- Snacks – 14,345 (99.21%)

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

- B&G
- My Little Angels Day Care Center
- Rainbow Intergenerational
- Shores
- Springview
- Step Above Academy
- The Carter Academy II

F. February and March 2023 Enrollment Reports

During the month of February, there was a total of 750 allocated slots and 746 enrolled. The program had 4 vacancies; none of the centers experienced a vacancy longer than 30 days.

During the month of March, there was a total of 750 allocated slots and 745 enrolled. The program had 5 vacancies; none of the centers experienced a vacancy longer than 30 days.

G. February and March 2023 Attendance Report

During the month of February, the program offered only in-person services to children. The average monthly attendance was 86.34% which increased from January's 83.11%. The top two (2) reasons for absences were children being out on vacation and children being out sick.

During the month of March, the program offered only in-person services to children. The average monthly attendance was 85.31% which decreased from February's 86.34%. The top two (2) reasons for absences were children being out on vacation (spring break), and children being out sick.

V. Office of Head Start Update

Ms. Belkis Torres shared an Information Memorandum that was released from the Office of Head Start on March 28, 2023 that encouraged programs to look at their role in preventing lead poisoning in children. Lead can cause developmental issues in children who are exposed to lead at a young age. In the past,

many children were exposed to lead through paint. Paint regulations have minimized the risk of lead poisoning in paint. Children can also get lead poisoning through water. Programs are encouraged to inspect their sites and ensure that children are not being exposed to lead. Ms. Torres shared that at age 12 months all children are required to be tested for lead.

VI. General Updates

Ms. Torres shared with the members two recent incidents that occurred in the program and were reported to the Regional Office in Atlanta. The first incident is a result of a complaint made by a former staff about one of the centers. The staff reported the center the owner did not supply them with sufficient diapers, staff-child ratio not being followed, poor supervision, lack of cleanliness, etc. The program has asked for receipts. The program has been making visits to the site and has had conversation with the owner. The program is continuing to confirm the allegations and work with bringing the partner into compliance with the requirements of the program.

The second incident involved one of the owners of the center and a staff. According to what has been reported, one of the owners of a center and a teacher were having a heated conversation. According to the teacher, the owner pushed her during the conversation. The teacher called the police and the owner was handcuffed. The police released the owner. The other owner pulled the video of the discussion that occurred in the classroom and took it to the police. Based on the video the police did not see any aggressiveness nor violence and would not process an arrest of the owner.

VII. Reminders

The next Policy Council meeting is Wednesday, June 21, 2023 at 5:30 p.m.

VIII. Public Comments

No public comments.

IX. Adjournment

Mrs. Maria Kristina Nunez adjourned the meeting at 6:49 p.m.