



Policy Council Meeting
September 20, 2023 (English and Spanish)
5:30 p.m.
Minutes

I. Call to Order

Ms. Naomie Morency called to order at 5:35 p.m. on behalf of the chair, Maria Nuñez.

II. Roll Call

The following participated in the meeting:

Members	Representing Centers
2022-2023 Representatives	
Jaylin Sosa	7 Heaven Learning Center
Naomie Morency (<i>Secretary 22-23</i>)	Jitta Bug
Susan Leal	Lincoln Marti - 450
Maria Cristina Nunez (<i>Chair 22-23</i>)	My Little Angels
Oyesha Lamons	Thy Kingdom Kids
Denise Fernandez	Tiny Tikes
2023-2024 Representatives	
Geralyn Jacobs	7 Heaven Learning Center
Danielle Julien	B&G Preschool
Tiffani Sherrod	Children of the New Sun
Diosmary Valdes	Kids Small World Learning Center
Melissa Spencer	Kinderkids Academy III
Claudia Morales	Lincoln Marti - 450
Kerenza Scheepers	Lincoln Marti - 905
Apryl Thomas	Lord's Learning Center, Inc.
Rubianna Williams	Naranja Prep Academy Annex
Jennifer Ortega	Rainbow Intergenerational
Kimberly Dacius	Shores School
Amanda Lopes	Springview Academy
Keisa Hardegree	Sunshine
Nathalie Diaz	Tiny Tikes
2022-2023 and 2023-2024 Representatives	
Randy Grice	Community Representative
Polo Coronado	Community Representative
Iris Strachan	Early Learning Coalition Board Member
Staff/Consultants	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
Elicenia Del Rio	Fiscal Analyst
Ferjoline Darcelin	Family Advocate
Jacqueline Dominguez	Human Resources Director
Jessica Dittmar	Administrative Coordinator
Kimii Robinson	Director of Family and Community Engagement

Staff/Consultants	Position
Maggie Casanova	Sr. Accountant
Otilia Gonzalez-Varese	Disability Manager
Salvatore Martorano	EHS Compliance Manager
Sarahi Rivera	Director of Child Development and Education Support
Vanessa Aguilera-Viera	Deputy Director of Contracts
Yissel Morales	Contract Manager

III. Action Item (2022-2023 Members only):

A. June 21, 2023 Meeting Minutes

Ms. **María Nuñez** asked for a motion to approve the June 21, 2023 meeting minutes.

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

IV. Action Item (2023-2024 Members, Community Rep, and Board Rep):

A. Resolution 09202023-01: Self-Assessment Plan

Ms. Torres explained that the program must conduct a self-assessment annually. During the self-assessment, the program uses aggregate data to evaluate the program's progress toward meeting goals, identify system issues, and identify ways to improve the quality of service. Ms. Torres reviewed the timeline for conducting the self-assessment.

Ms. Belkis Torres asked for a motion to approve Resolution 09202023-01: Self-Assessment Plan.

- Motion made by Mr. Randy Grice
- Motion seconded by Ms. Iris Strachan
- No discussion
- Motion passed 16 in favor and 0 opposed.

B. Resolution 09202023-02: Changes to the Policy Council Bylaws

Ms. Torres presented to the Board changes to the Policy Council Bylaws. Ms. Torres suggested modifying Article IV (Elections, Term of Office, and Duties of Officers), Section 1. Rather than stating “only the elected voting parent representatives are eligible to serve as Policy Council Officers”, the recommendation was to remove the word “parent”. The change would state “only the elected voting representatives are eligible to serve as Policy Council Officers”. The other suggested change was in Article IV (Elections, Term of Office, and Duties of Officers), Section 5. The change would remove the Parliamentary position. Ms. Torres explained that the Early Learning Coalition’s Legal Counsel attends all meetings to provide guidance on interpreting and applying Robert’s Rules of Order. The Legal Counsel is essentially doing the duties that a parliamentarian would do.

Ms. Torres asked for a motion to approve Resolution 09202023-02: Changes to the Policy Council Bylaws.

- Motion made by Mr. Randy Grice
- Motion seconded by Ms. Nathalie Diaz
- No discussion
- Motion passed 16 in favor and 0 opposed.

V. Elections (2023-2024 Representatives):

A. **Overview of Officer Roles and Responsibilities**

Ms. Torres reviewed each of the roles and the responsibilities of each officer position. As each role and responsibility were discussed, nominations were accepted.

B. **Nominations and Elections**

Each position only had one nomination with the exception of the Assistant Secretary and the Treasurer roles. The Assistant Secretary and Treasurer nominees were asked to provide a brief summary of why they should be elected to the position. The results of the elections were as follows:

- Chair - Mr. Randy Grice – unanimously voted in the position
- Vice Chair - Ms. Kerenza Scheepers – unanimously voted in the position
- Secretary - Ms. Rubianna Williams – unanimously voted in the position
- Assistant Secretary - Ms. Tiffani Sherrod and Ms. Kesia Hardegree nominated themselves. Ms. Keisa Hardegree lost connection before she could state why she should be elected to the position. Since Ms. Hardegree never regained connection. The members unanimously voted for Ms. Sherrod
- Treasurer - Ms. Geralyn Jacobs was elected with 7 votes. Ms. Kimberly Dacius received 6 votes. Ms. Dacius was encouraged to be part of the Finance Committee.

VI. Reports

A. **Health and Safety Screener**

Ms. Sarahi Rivera provided an overview of the Health and Safety Screener results. The program is required to complete a Health and Safety Screener during the first 45 days of the program year.

The screener consists of 53 items made up of five sections:

1. Equipment and materials;
2. Facilities;
3. Policies and Procedures;
4. Active Supervision; and
5. Human Resources

The Screener was completed on all 28 contracted centers. Sixteen (16) of 28 centers had findings. Ms. Rivera provided details of the types of findings that were cited for each of the criteria.

B. **Program Information Report (PIR)**

Ms. Torres gave an overview of the Program Information Report. Ms. Torres explained that all Head Start programs are required to submit a report at the end of August called the Program Information Report. This report provides cumulative information on the children and families served, as well as the services offered by Head Start during the previous year. The report in the packet is a summary of the report. The first section in the summary provides information on the children served their demographics and health services. The second section provides information on the families served, and the final section provides information on the staff who provided the Head Start services during the year.

C. **Expenditure and Credit Card Reports (May, June, and July 2023)**

During the month of May 2023, the program spent 75.1% of the budget; the goal was to spend 83.3%. As of the end of May, the program was forecasting a slight surplus of \$795,372.43. The graph in the meeting packet shows the forecast and actual year-to-date expenses.

The program had a credit card expense of \$5,646.72 to cover registration and travel costs for eight (8) staff who attended the National Head Start Association Conference in Phoenix.

For the month of June 2023, the program spent 85.9% of the budget; the goal was to spend 91.7%. By the end of June, the program was forecasting a slight surplus of \$617,208.25.

There were no credit card expenses in the month of June.

July was the last month of the 2022-2023 fiscal year. The year-to-date percentage for salaries and fringes was 87.9% and the goal was 100%. The year-to-date percentage for childcare services was 104.31% and the goal was 100%. For the month of July 2023, the program spent in total 94.1% of the total budget; the goal was to spend 100%. Currently, the program is forecasting a slight surplus of \$674,262.23 that will be used to pay bonuses to the partners based on their 2022-2023 performance.

The program had a credit card expense of \$1,209.55 to cover registration and travel costs for four (4) staff who attended the One Goal Conference in Tampa. The program ended the 2022-2023 fiscal year in good shape and is looking forward to a great 2023-2024 program year.

D. Meal Report Month (June, July, and August 2023)

Ms. Torres explained that the Policy Council will receive monthly Meal Reports. These reports will indicate the number of meals served during the month for each meal (breakfast, lunch, and snack). The goal is for each child that is present to eat all three meals. However, sometimes children arrive late and may not eat breakfast or they may leave early and not eat lunch and/or snack. Ms. Torres explained that members will see some centers in red. These centers were placed in red because none of the 3 meals reached 100% for the month. The program does an analysis and looks at why none of the meals were 100%. From June – August, the centers in red had at least one child arriving after breakfast or lunch and/or leaving before lunch or snack was served.

E. Enrollment Reports (June, July, and August 2023)

During the month of June, 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.

During the month of July, there was a total of 750 allocated slots and 733 enrolled. The program had 17 vacancies; none of the centers experienced a vacancy longer than 30 days.

During the month of August, 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.

F. Attendance Reports (June, July, and August 2023)

During the month of June, the average daily attendance was 82.5% which is a decrease from May's average attendance of 87.87%. The top reasons for school child absences were transportation difficulties, family situations, and illness.

During the month of July, the average daily attendance was 83.05% which increased slightly from June's average of 82.5%. The top two (2) reasons for school child absences were illness and vacations.

During the month of August, the average daily attendance was 84.73% which is an increase from July's average attendance of 83.05%. The top reasons for child absences were transportation difficulties, family situations, and illness.

VII. General Updates

Ms. Torres shared that one of the contracted centers, Tiny Tykes, experienced a traumatic incident when the restaurant located next to Tiny Tykes caught on fire this past Monday, September 18, 2023. The staff at Tiny Tykes remained calm, assessed all of their options, and acted quickly to get the children to a safe location. Ms. Torres emphasized that children worked together to stay safe by listening to the adults' instructions. It was shared that thankfully, the event ended with everyone being safe. The program sent a letter to parents advising of the incident and the steps the staff took to keep children safe. Included in the letter were suggestions for parents on how to help their children make sense of the incident, behavior signs that children may display, links to resources on dealing with trauma, and guidance referring them to their family advocate if they would like to speak with the program's mental health staff.

Ms. Torres informed the members that monthly fire drills are required to ensure everyone knows what to do in the event of an emergency, like the one that occurred.

VIII. Reminders

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

IX. Public Comments

No public comments.

X. Adjournment

Mr. Randy Grice adjourned the meeting at 6:54 p.m.