



**Policy Council Meeting**  
**June 21, 2023 (English and Spanish)**  
**5:30 p.m.**  
**Minutes**

**I. Call to Order**

Ms. Naomie Morency presided over the meeting. The meeting was called to order at 5:40 p.m.

**II. Roll Call**

The following participated in the meeting:

<b>Members</b>	<b>Representing Centers</b>
Jaylin Sosa	7 Heaven Learning Center
Monica Symontte	B&G Preschool
Naomie Morency (Secretary)	Jitta Bug
Deja Moorehead	Kinderkids Academy III
Susan Leal	Lincoln Marti - 450
Amanda Lopes	Springview Academy
Randy Grice	Community Representative
Polo Coronado	Community Representative
Iris Strachan	Board Member
<b>EHS Staff</b>	<b>Position</b>
Alexander Sanchez	Controller
Belkis Torres	Vice President for Early Head Start
Cecilia Nariznis	Early Head Start Mental Health Manager
Elicenia Del Rio	Early Head Start Fiscal Analyst
Jacqueline Dominguez	Human Resources Director
Lisney Badilla	Director of Contracts and Procurement
Maggie Casanova	Sr. Accountant
Maria Fegan	Family Advocate Supervisor
Otilia Gonzalez-Varese	Early Head Start Disability Manager
Pamela Hollingsworth	Sr. VP for Strategic Initiatives and Program Development
Roseleen Hurtado Rodriguez	Health Manager
Salvatore Martorano	Early Head Start Compliance Manager
Yissel Morales	Contract Manager

**III. Action Item**

**A. April 19, 2023 Meeting Minutes**

Ms. Naomie Morency asked for a motion to approve the April 19, 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. 06212023-01 COVID-19 Mitigation Policy and Procedure**

Ms. Torres shared with the member that on January 6, 2023, the Office of Head Start issued a Program Instruction requiring all Head Start programs to develop an evidence-based COVID-19 mitigation policy and procedure. Ms. Torres reviewed the policy and procedure and solicited questions and comments from the Council.

Ms. Naomie Morency asked for a motion to approve Resolution 06212023-01 Mitigation Policy and Procedure.

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

#### IV. Reports

##### A. **Expenditure Report and Credit Card Reports (March and April 2023)**

As of March 2023, the program spent 60.5% of the budget; the goal was to spend 66.7%. The remaining balance for the program was \$4,298,476. The program is forecasting \$10,434,258.18 in expenses for the year. Currently, the program is forecasting a slight surplus of \$447,151.

There were no credit card expenses in March.

As of April 2023, the program spent 68% of the budget; the goal was to spend 75%. The remaining balance for the program was \$3,481,623. The program is forecasting \$9,994,452.91 in expenses for the year. Currently, the program is forecasting a slight surplus of \$886.957.

The program had a credit card expense of \$6,375.10 for eight (8) staff to attend the National Head Start Association Conference in Phoenix.

##### B. **Meal Reports**

###### **April 2023**

Number of meals served in April were as follows:

- Breakfasts – 11,604 (99.63%)
- Lunches – 11,622 (99.79%)
- Snacks – 11,570 (99.34%)

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

- My Little Angels Daycare Center
- Naranja Prep Academy
- Rainbow
- Step Above Academy
- The Carter Academy II

###### **May 2023**

Number of meals served in May were as follows:

- Breakfasts – 14,256 (99.87%)
- Lunches – 14,149 (99.12%)
- Snacks – 14,219 (99.61%)

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

- Little Ones Academy
- Miami Gardens Learning Center
- My Little Angels Day Care Center
- Rainbow Intergenerational
- Shores
- Springview

- The Carter Academy II
- Tiny Tikes

**C. April and May 2023 Enrollment Reports**

During the month of April, 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 May, there was a total of 750 allocated slots and 741 enrolled. The program had 9 vacancies; none of the centers experienced a vacancy longer than 30 days.

**D. April and May 2023 Attendance Report**

During the month of April, the average monthly attendance was 85.85% which increased from March's attendance average of 85.31%. The top reasons for school absences were children being out due to severe weather in mid-April which resulted in transportation difficulties and illness.

During the month of May, the average monthly attendance was 87.87% which increased from April's average of 85.85%. The top two (2) reasons for school absences were illness and family situations.

**V. General Updates**

Members were informed of an Information Memorandum issued by the Office of Head Start through the Administration for Children and Families on March 28, 2023, regarding Addressing Lead in Water. Lead is a toxic metal that can have significant lifelong health problems for developing children. Lead is a metal that once in your system cannot be eliminated. Children are tested for lead at 12 and 24 months.

Policy Council was reminded that last month a new parenting curriculum was purchased called Ready Rosie. As parents enroll in Ready Rosie, they will get weekly videos. A schedule will be developed for Family Advocate to share a video during the parent committee meetings. During the Policy Council, a video will be shared. An English and Spanish video was shown that demonstrates ways parents can develop children's math skills.

An Information Health Breakfast took place Friday, June 2, 2023. It was a great turnout, we had several speakers who touched on some very important topics including Lead Poisoning, Picky Eaters, and the Importance of Immunizations.

One of the initiatives that resulted from last year's self-assessment was to create a simple map for families to understand how to navigate the Early Intervention system. The Roadmap to Early Intervention was created. Recently, the disabilities tab was added to the Early Head Start website and the Roadmaps were added in English, Spanish, and Creole. In addition, links to resources were included in the disabilities tab for families to have access to information on community resources on disabilities.

**VI. Reminders**

The next Policy Council meeting is Wednesday, August 16, 2023 at 5:30 p.m.

**VII. Public Comments**

No public comments.

**VIII. Adjournment**

Mrs. Naomie Morency adjourned the meeting at 6:21 p.m.