



Policy Council Meeting
November 15, 2023 (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 5:35 p.m.

II. Roll Call

The following participated in the meeting:

Members	Representing Centers
Monica Symonette	B&G Preschool
Diosmary Valdes	Kids Small World Learning Center
Kerenza Scheeper	Lincoln Marti - 905
Ashley De Fran Nunez	My Little Angels
Jennifer Li Moya	New Aladdin
Rubianna Williams (Secretary)	Naranja Prep Academy Annex
Kimberly Dacius	Shores School
Vanessa Molina	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 EHS
Bob De La Fonte	Legal Counsel
Cecilia Nariznis	Mental Health Manager
Elicenia Del Rio	Interim Finance Manager
Isha Sanders	Contract Supervisor
Jacqueline Dominguez	Human Resources Director
Jessica Dittmar	Administrative Coordinator
Lissandra Curbelo	Deputy Director of Contracts
Maggie Casanova	Sr. Accountant
Otilia Gonzalez-Varese	Disability Manager
Roseleen Hurtado-Rodriguez	Health Manager
Salvatore Martorano	EHS Compliance Manager
Sheyla Perez	Contract Manager
Kimii Robinson	Director of Family and Community Engagement
Yissel Morales	Contract Manager

III. Action Item

A. September 20, 2023 Meeting Minutes

Mr. Randy Grice asked for a motion to approve the September 20, 2023 meeting minutes.

- Motion made by Mr. Polo Coronado
- Motion seconded by Ms. Kerenza Scheepers
- No discussion
- Motion passed in 9 favor and 0 opposed.

IV. Reports

A. **Expenditure Report and Credit Card Reports (August and September 2023)**

The total monthly expenses for the month of August 2023 were \$933,370.08 of which \$652,176.27 went to childcare partners for direct services. The program used 7.8% of the budget and a remaining balance of \$11,106,017.92 remaining.

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

The total monthly expenses for the month of September 2023 were \$1,001,869.63 of which \$574,712.62 went to childcare partners for direct services. A total of 22% was used between salaries and fringe, 19% was used for childcare services, 11% was used for contractual services, and 11% was used for other.

The usage goal through September is 17%. The program has used just under 16% of the total budget to date and has \$10,126,820.80 remaining. The program is forecasting \$11,345,371.66 in expenses for the year.

There were \$3,752.63 in credit card expenses for the month of September 2023. This amount was for travel and lodging expenses for 7 staff to attend an out-of-town conference.

B. **Meal Reports**

The meal reports capture each meal served to each child for each day a child was present. The percentage captures, the percent of possible meals served to children on days the children were present. If all the children who were present during the month were served breakfast, the percentage for breakfast would be 100% for the month. Centers in which all meals are less than 100% are analyzed. During the months of September and October 2023, seven (7) centers each month had all three meals below 100%. An analysis showed that this was attributed to children coming late or leaving early causing them to miss 1 or 2 of the meals. On a few occasions, a new child participated in a transition day and was present during a period of time that did not allow the child to participate in any of the meals.

C. **September and October 2023 Enrollment Reports**

During the month of September 2023, there was a total of 750 allocated slots, 699 enrolled and 51 enrollment opportunities; none of the centers experienced a vacancy longer than 30 days.

During the month of October 2023, there was a total of 750 allocated slots, 699 enrolled and 51 enrollment opportunities; none of the centers experienced a vacancy longer than 30 days.

In October, the enrollment was 756. This occurred because Thy Kingdom Kids ended their contract on October 31, 2023. Although the majority of the children transitioned to their new center during the month of October, 6 children decided to remain at Thy Kingdom Kids under private pay or School Readiness. The program continued to pay EHS services for the remaining 6 children until the final day of the contract.

D. **September and October 2023 Attendance Report**

During the month of September, the average monthly attendance was 87.08%. The top reasons for school absences were transportation difficulties and illness.

During the month of October, the average monthly attendance was 86.33%. The top reasons for school absences were transportation difficulties and illness.

V. General Updates

Partner Updates: Ms. Torres shared that two partners decided not to continue their contracts with the EHS program. Thy Kingdom Kids' last day of the contract was 10/31/2023. All children whose parents requested a transfer have been transferred to another Early Head Start location. The 16 slots from Thy Kingdom Kids were reassigned to B&G Preschool and The Carter Academy 2.

Another center, Little Ones Academy, has decided to end its contract. Little Ones Academy's last day will be January 8, 2024. The program is in the process of identifying another partner to take the 24 slots.

Professional Development Day: The program had its Professional Development Days last week on Wednesday (11/8/23) and Thursday (11/9/23) at the Hyatt Regency Downtown. There were 173 teachers in attendance.

Self-Assessment: The program is having its annual self-assessment on December 8, 2023, at the United Way. Policy Council members were encouraged to be a part of the self-assessment.

VI. Reminders

On Wednesday, January 17, 2023 at 5:30 p.m. the program will be offering a training on ethics. The regular meeting will resume on Wednesday, February 21, 2024 at 5:30 p.m.

VII. Public Comments

No public comments.

VIII. Adjournment

Ms. Keerenza Scheepers made a motion to adjourn the meeting. The meeting adjourned at 5:59 p.m.