



**Policy Council Meeting  
October 17, 2020  
11 a.m.**

**Meeting Minutes**

**I. Call to Order**

Edeline Fleurant presided over the meeting. The meeting was called to order at 11:18 a.m.

**II. Roll Call**

The following participated in the meeting:

<b>2020-2021 Members</b>	<b>Representing Centers</b>
April Williams	Miami Gardens Learning Center
Camelia Page (Treasurer)	The Carter Academy I
Chanelle Keys (Asst. Secretary)	It's a Small World VII
Ciney Mendoza	Rainbow Intergenerational
Crystal Davis	Sheyes #3
Edeline Fleurant (Vice Chair)	Step Above
Esbeidy Linares	Kinderland 4 Kids
Frederica Dawson	Pink And Blue Academy
Lizette Fontilus	Little Red School House
Michelle Toledo	Lincoln Marti - 905
Priscilla Vazquez (Parliamentarian)	New Aladdin
<b>EHS Staff</b>	<b>Position</b>
Belkis Torres	VP for EHS
Cathrine Pollard	Administrative Coordinator
Cecilia Nariznis	Mental Health Manager
Lucretia Jones	Director of Child Development and Education Support Services
Otilia Gonzalez-Varese	Disability Manager
Salvatore Martorano	EHS Compliance Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Accountant

**III. Action Item:**

**A. September 16, 2020 Meeting Minutes**

Edeline Fleurant asked for a motion to approve the September 16, 2020 meeting minutes.

- Motion made by Priscilla Vazquez
- Motion seconded by Crystal Davis
- No discussion
- Motion passed 11 in favor and 0 opposed

**B. Policy Council Bylaws**

Edeline Fleurant asked for a motion to approve the Policy Council Bylaws.

- Motion made by Priscilla Vasquez
- Motion seconded by April Williams
- No discussion
- Motion passed 11 in favor and 0 opposed



### C. Self-Assessment Plan

Ms. Torres shared that on an annual basis the program conducts a self-assessment. The self-assessment is an opportunity for a program to analyze data about the program's performance. Staff, childcare partners, Policy Council Members, Board Members and community experts participate in focus groups for each of the service areas: Education, Family Services, Health, Nutrition, Mental Health, Disability and Fiscal. Each group identifies the strengths for their respective area and opportunities for improvement. Collectively, each group makes recommendations for their area. The Early Head Start Leadership team reviews the findings and recommendations from each focus group to develop a summary report and a program improvement plan. Results are shared with the Early Learning Coalition of Miami-Dade/Monroe Board and the Policy Council. The summary and program improvement plan are submitted as part of the grant application. Timeline was reviewed with the members.

Edeline Fleurant asked for a motion to approve the 2020-2021 Self-Assessment Plan

- Motion made by Priscilla Vasquez
- Motion seconded by Lizette Fontilus
- No discussion
- Motion passed 11 in favor and 0 opposed

## IV. Reports

### A. Health and Safety Screener Results

Ms. Torres shared that the Health and Safety Screener is conducted annually within the first 45 days of the program year starting or within 45 days of a partner signing a contract with the program. The results provided in the packet were reviewed.

### B. August 2020 Expenditure Report

Total monthly expenses for the month of August 2020 were \$723,757.10. 24% of total monthly expenses were used for salaries and fringe, 71% or \$511,784.19 were used for direct services and of that amount \$497,175.00 went directly to providers, 1% to equipment and supplies and 3% went to other, which includes rent and utilities. The program has used 7% of the budget to date and has \$9,961,628.90 remaining in the budget.

### C. August 2020 Credit Card Report

There were no credit card charges for the month of August.

### D. September 2020 Meal Report

Number of meals served in September:

- Breakfasts - 8,808 (100%) \*
- Lunches - 8,828 (100%) \*
- Snacks - 8,790 (99%) \*

\* In September there were more meals served compared to August as more centers opened up and attendance improved.

### E. September 2020 Enrollment Report

For the month of September, there were 693 children enrolled in the program. The vacancies stem from slots pending contract and actual vacancies. The program is currently working on filling the vacancies at one of our newest provider's (Kiddy Academy). This center did not have sufficient teaching staff to move forward with enrollment. This center is pending 27 slots. We are trying to find children in the Perrine area which is one of our newest zip codes. The remaining 6 vacancies have been vacant for less than 30 days.



• **September 2020 Attendance Report**

During the month of September, there were a total of 61% of children presently attending the center and 30% of children receiving offsite services. On Average, the overall attendance percentage for children who were either present or present offsite was 91%. The top reasons for absences are: families opting to receive offsite services and children sick.

**V. Updates:**

- The program distributed diapers and clothing donated by the Miami Diaper Bank to 85 EHS families on October 2.
- Parents were encouraged to view the weekly newsletter sent by the program every Friday between 3:00 p.m. - 4:00 p.m. Any parent not receiving the newsletter can reach out to their Family Advocate to ensure the correct email address is in the system.

**VI. Adjournment**

Edeline Fleurant asked for a motion to adjourn the meeting.

- Motion made by Priscilla Vazquez
- Motion seconded by Chanelle Keys
- Meeting adjourned at 12:05 p.m.