**Annual Meeting/Board of Director’s Meeting**

**AT**

**Capri Restaurant**

**935 North Krome Ave**

**Florida City FL 33034**

**September 11, 2018**

**6:00 pm**

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes from June 19, 2018
4. Chairman’s Report Mr. Murphy

Annual Meeting Requirements

* Elections of Officers and Directors
* Nomination of Directors
1. Christine A. Moore
2. Maria-Isabel Olivera
* Nomination of Officers
1. Karin Gerardin Vice Chair
2. Virginia M Aponte Secretary
3. Report from Executive Director Mr. Berrones
* Approval Item Presentation of Annual Report
* Informational Item Update on Strategic Plan 2017-2023
* Informational Item Presentation of Retirement Plan
* Approval Item Presentation of 2017-2018 Program Information Report (PIR)
1. Delegate HS/EHS PIR
2. Grantee EHS PIR
* Resolution R.09.11.18.01 Board authorizes the Executive Director to apply for Early Head Start Expansion Grant Round 3 for approximately 200 children
* Resolution R.09.11.18.02 Resolution authorizing the Executive Director to submit the request a waiver of Non Federal Share in amount $167,762.00
* Resolution R.09.11.18.03 Resolution authorizing the Executive Director to submit a request of Carryover Funds in amount of $1,185,314.00
1. Program Updates Dr. Cathleen Armstead
* Delegate Programs HS/EHS
	+ - 1. Enrollment
			2. Attendance
			3. Nutrition & Meal Counts
			4. Number of Children with Disabilities
* EHS Grantee
	+ - 1. Enrollment
			2. Attendance
			3. Nutrition & Meal Counts
			4. Number of Children with Disabilities
1. Cathleen’s Items for Discussion

Program Updates

ERSEA Training

Approval Item: EHS Policy Council

Approval Item: Parent/ Community Complaints

Approval Item: Impasse Procedure

1. Human Resources Mrs. Garcia
* Updated Organizational Chart
1. New Position for Parenting Grant
* Updated HR Policies & Procedures Manual
* Written Standard of Conduct
* Conflict of Interest Procedures
* Procedures for Parent and Community Complaints
1. Financials Report Mrs. Martinez
* Financial Statements for June 2018
* Updated Financial Policies and Procedures
1. Policy Committee Chairperson’s Report Ms. Hernandez
2. Policy Council Chairperson’s Report Ms. Munoz
3. Other Business
4. Informative Memorandum from the Secretary of HHS

Log No. ACF-PI-HS-17-03 Key words: SF-429; Real Property; Facilities ; Purchase; Construction; Major Renovation; Reporting

Log No. ACF-PI-HS-17-04 Key Words: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; Expenditures; Tangible Personal Property Reports; SF-428

Log No. ACF-IM-HS-17-02 Key Words Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricane Harvey, Irma, Jose, and Maria; Natural Disaster

Log No. ACF-PI-HS-18-01 Key Words: Fifty Percent; Duration Requirements

Log No. ACF-PI-HS-18-03 Key Words: Consolidated Appropriation Act; Appropriations; Fiscal Year (FY) 2018; Funding Increase; Cost of Living Adjustment (COLA)

Log No. ACF-PI-HS-18-02 Key Words: Hurricanes Harvey, Irma, and Maria; Disaster Relief; Response and Recovery Efforts; Disaster Assistance; Natural Disaster

Log No. ACF-PI-HS-18-04 Key Words: Full Enrollment; Enrollment Requirements; Chronically Underenrolled

Log No. ACF-PI-HS-18-05 Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2018; Funding Increase; Increased Program Hours; Duration

1. Adjournment