



ORANGE COUNTY GOVERNMENT
 HEAD START
POLICY COUNCIL
MEETING MINUTES
 Holden Heights Community Center
 1201 20th Street
 Orlando, FL 32805
 March 26, 2026



Called to order by Chairperson Sharron Jacob at 6:43 p.m.

Roll Call by Secretary, Alyssa St.Hilaire

Attended By:

Morgan Knight	Bithlo	Alternate
Rinesha Smith	Dillard	Representative
Catherine Marin	Dover Shores	Alternate
Nayisha Goldwire	Engelwood	Representative
Sharron Jacob	Hal P. Marston	Representative
Alyssa St.Hilaire	John Bridges	Representative
Alicia Uresti	Lila Mitchell	Representative
Shaneka Harris	Lila Mitchell	Alternate
Mariel Charles	Lovell	Representative
Violeta Reynoso	McCoy	Representative
Briyauna Ayala	Rosemont	Representative
Luisa Acevedo Morillo	SOYMCA	Representative
Maria Diaz	Three Points	Representative
Lori Jackson	Taft	Representative
Lucia Vasquez	Three Points	Representative
Mercy Campos	Ventura	Representative
Jasmine Allen	WS Elementary	Representative
Mike Scott	BCC	Commissioner
Ada Carballo	OCPS	Community Rep

Visitors:

Charlie Plaza	VyStar
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Staff:

Sonya Hill	Main Office
Sandra Moore	Main Office
Sandra Ruff	Main Office
Sonja Austin	W S ELC

Zoe Knight	Main Office
Silvio Infante	Southwood
Keisha Carrion	Main Office
Jennifer Birch	Main Office
Ashlee Alvarez	Main Office
Maria Bryant	Main Office
Kenya Munoz	Main Office
Erika Jones	Main Office
Leonor Cuevas	Main Office
Zhor Elmekali	Lila Mitchell

Chairperson Jacob called for a motion to adopt the agenda

Motion: Lori Jackson, Taft Representative
Second: Luisa Acevedo, SOYMCA Representative
Motion carried with no objections

Secretary's Report by Alyssa St.Hilaire

Minutes from February 19, 2026 were reviewed.

Chairperson Jacob called for a motion to approve the February 19, 2026 minutes

Motion: Jasmine Allen, WS Elementary Representative
Second: Lori Jackson, Taft Representative
Motion carried with no objections

Budget Report by Sandra Ruff, Fiscal Program Manager

Ms. Ruff answered questions about credit card purchases. Per Admin Regulations 7.14, Head Start is allowed to purchase food for certain events.

HR Report by Sonya Hill, Manager

Chairperson Jacob called for a motion to approve the HR Report

Motion: Lori Jackson, Taft Representative
Second: Luisa Acevedo, SOYMCA Representative
Motion carried with no objections

Officer's Report by Sharron Jacob

Ms. Jacob and Ms. St.Hilaire attended the Region IV Conference in Atlanta along with Ms. Hill. She gave highlights on key sessions including program governance and the role of the Policy Council, strengthening parent leadership, and mental health and trauma informed practices, learning strategies and skills and training to support children with mental health issues. Reminder to review packets once received in the mail and review them beforehand. You can have any questions in mind when you arrive at the meeting.

Commissioner Mike Scott, BCC Representative

Commissioner spoke on recent actions in the County. Firefighters have received a pay increase and their own new health insurance plan. Raising tax conversation will resume in 2028. There are

several assistance programs available; EPIC - Eviction Prevention in the Community, available to families with minor children. Crisis Assistance Program, and LIHEAP. Hurricane relief is also still available through OC Recovers. United Way is also an avenue for help. There will be 2 new districts added to Orange County bringing it to 8 Districts.

Directors Report by Sonya Hill

Staff Training – The Administrative Leadership Team participated in a planning succession training focusing on Advisory Board Operations.

Training was held for Preschool Directors and Family Service Workers to stress the importance of Policy Council. Guest Readers month is officially ready to kick off. Ms. Hill is asking all to read at their children’s center and at other locations as well. Chronic Absenteeism is an ongoing problem that is being worked on. Three hundred ninety-nine children have been identified as having chronic absenteeism. They have been placed on an attendance action plan. Bring this information back to your center. Ms. Hill attended conferences in Atlanta and Tallahassee.

Head Start Site Closures and Relocation Plan:

OCPS is closing 7 schools. Four of them are impacting Head Start sites. Dillard Elementary, McCoy Elementary, Three Points Elementary, and Washington Shores Elementary. Ms. Hill has visited several schools seeking replacement sites. The sites that have been selected are; Lake George Elementary, Conway Elementary, Frangus Elementary, and Maxey Elementary. Dover Shores will be increased by one classroom.

Lucia Vasquez and Silvio Infante gave a Power Point presentation on the Children’s Week Conference in Tallahassee.

Chairperson Jacob called for a motion to approve the Head Start Site Closure & Relocation Plan

Motion: Briyuna Ayala, Rosemont Representative
Second: Morgan Knight, Bithlo Representative
Motion carried with no objections

Update on Action Items by Sonya Hill

Approved by BCC – Policy Council By-Laws for change of meeting date.
Approved by BCC – Eligibility Ranking Criteria
Filed – Policy Council February Information and Updates

New Business:

Approval of Standard Operating Procedures (SOP) by Brittany Kwarteng, Monitoring and Evaluation Coordinator.

Chairperson Jacob called for a motion to approve the changes to the SOPs

Motion: Luisa Acevedo, SOYMCA Representative

Second: Briyuana Ayala, Rosemont Representative

Motion carried with no objections

Unit Updates

ERSEA

Zoe Knight

PFCE

Kenya Munoz

Nutrition

Leonor Cuevas

Maintenance

Silvio Infante

MH/D

Jennifer Birch

Chairperson Jacob called for a motion to adjourn the meeting

Motion: Briyuana Ayala, Rosemont Representative

Second: Jasmine Allen, WS Elementary Representative

Motion carried with no objections

Meeting Adjourned at 8:12 PM

Next Policy Council Meeting will be April 23, 2026