

# Policy Council Meeting

## MINUTES

**DATE:** 3/25/21

**TIME:** 6:30 - 7:30 P.M.

**LOCATION:** FAIRFAX COUNTY HEAD  
START – ONLINE TEAMS MEETING  
571-429-5982

<b>MEETING CALLED BY</b>	Heather Thomas, Chairperson at 6:35 pm.
<b>TYPE OF MEETING</b>	Business Meeting
<b>FACILITATOR</b>	Fairfax County Office for Children Head Start
<b>NOTE TAKER</b>	Julie Chang, staff Business Analyst
<b>TIMEKEEPER</b>	Abdisalam Aden (Parliamentarian)
<b>ATTENDEES</b>	<p><b>All programs represented, quorum present</b>  <b>FCPS: Tanya Blackburn, Sundar Layalu, Fatiha Abderraziq</b> (absent: Rayan Abdelgader, Griselda Blanco, Sheku Bangura)  <b>GMV/FCC: Heather Thomas, David Aratuo, Tracita Douglas</b>  <b>Higher Horizons: Abdisalam Aden, Romana Akbar</b>  <b>Community Representative:</b> Meg Marcus (absent)  <b>Staff: Jennifer Branch, Julie Chang, Tina Schmidt, Maryom Fox, Brittany Scott, Grace Winslow, Maura Burke, Karle Finley</b></p>

### Agenda topics

ROLL CALL, INTRODUCTIONS

HEATHER THOMAS

<b>DISCUSSION</b>	<p><b>Introductions:</b></p> <p>This meeting will be recorded per the emergency ordinance regulation so there can be a record before the minutes are finalized and approved.</p> <p>Emergency ordinance approval to move that each member’s voice may be adequately heard by each other member of the Policy Council. Heather read through a detailed script required to hold a meeting electronically. In order to conduct this meeting wholly electronically and to effectuate the emergency procedures authorized by FOIA, Policy Council needed to make certain findings and determinations for the record.</p> <p>Policy Council staff and guests introduced themselves stating which program they represented.</p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ Audibility of Members’ Voices: First motion made by Tracita, seconded by Tanya. All approved. Motion carries.</li> <li>➤ Need for an Electronic Meeting: Nature of the emergency is the COVID-19 Pandemic which makes it unsafe for the members to attend a physical meeting. Heather made a motion. Romana seconded the motion. None opposed. Approved unanimously.</li> </ul>

MINUTES APPROVAL

HEATHER THOMAS

<b>DISCUSSION</b>	<b>Approval of Meeting Minutes:</b> Heather asked the council to review the minutes from the February meeting.
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ <b>February 2021 Meeting minutes approval</b> A motion to approve was made by Romana, second motion by Abdidalem. Unopposed, motion carried unanimously.</li> </ul>

TREASURER’S REPORT

TINA SCHMIDT

<b>DISCUSSION</b>	<b>Treasurer’s Reports:</b>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ February 2021 Treasurer’s reports accepted and filed as presented.</li> </ul>

FISCAL REPORT

TINA SCHMIDT

<b>DISCUSSION</b>	<p><b>Program Fiscal Reports:</b></p> <p>Tina shared the program fiscal reports.</p> <p>Grant application budgets presented by Heather Thomas and David Aratuo.</p>
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	<p>Last weekend, there was a training to review the grant application budget for both the HS/EHS and CCP grants.</p> <p>All programs worked with parent committees to see how the budget will be utilized and sent them forth to the grantee office. No personnel reductions or changes proposed in this refunding application.</p> <ul style="list-style-type: none"> <li>• Heather presented the HS/EHS budget proposal. She explained the federal share (base and training/technical assistance), non-federal share, and the administrative cost percentage. Total requested federal funds are \$8,810,147. Non-federal share is \$2,202,537 for a total budget of \$11,012,684. The administrative cost is 11.53% of the total budget, which is below the 15% cap.</li> <li>• David presented the EHS Child Care Partnership &amp; Expansion program grant application budget. He explained the federal share (base and training/technical assistance), non-federal share, and the administrative cost percentage. Total requested federal funds are \$894,148. Non-federal share is \$223,537 for a total budget of \$1,117,685. The administrative cost is 13.31% of the total budget, which is below the 15% cap.</li> </ul> <p>Tina presented the notice of funding letters for HS/EHS and EHS CCP Cost of Living Adjustment of 1.22% above the funding levels to increase staff salaries and offset costs. Supplemental funding application is due by April 15, 2021. Jennifer announced that there will be a call meeting to prepare and approve the submission.</p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ HS/EHS and EHS-CC Partnership and Expansion grant fiscal reports accepted and filed as presented.</li> <li>➤ Approval of the HS/EHS grant application - motion made by Fatiha, second motion by David. motion carried unanimously.</li> <li>➤ Approval of the EHS Child Care Partnership &amp; Expansion program grant application - motion made by Tracita, second motion by Fatiha, motion carried unanimously.</li> </ul>

PERSONNEL APPROVAL

DAVID ARATUO

<b>DISCUSSION</b>	<p><b>Personnel Approvals</b></p> <p>Ashley Weaver is recommended as candidate for hire, as Health Manager for GMV. Her application and interview was completed in November 2020. 58 applicants were received and screened. Julie Espinar and panel interviewed, selected three for second interviews. Ashley has a Bachelors Degree and she has experience as a family case manager, an EHS home visitor at Higher Horizons, and case manager at another organization.</p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ A motion to approve Ashley Weaver for hire was made by Tracita, second motion by Abdisalem. Unopposed, motion carried unanimously.</li> </ul>

ELIGIBILITY GUIDELINES

JULIE CHANG

<b>DISCUSSION</b>	<p><b>ERSEA and Eligibility Guidelines</b> Eligibility, Recruitment, Selection, Enrollment, Attendance</p> <p>Julie presented a summary of the ERSEA process and confirmed the PC's understanding of the main concepts. Members reviewed the updated 2021 Fairfax County Head Start Eligibility Guidelines and were asked to approve.</p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ A motion to approve the 2021 Fairfax County Head Start Eligibility Guidelines was made by Romana, second motion by David. Unopposed, motion carried unanimously.</li> </ul>

DIRECTORS REPORT

JENNIFER BRANCH

<b>DISCUSSION</b>	<p><b>Administrative Updates</b></p> <ul style="list-style-type: none"> <li>• GMV has been enhancing on site services and added an additional day for children to be there in person. We are planning for a summer program and piloting transportation to be prepared for return to school.</li> <li>• Prior to the 2<sup>nd</sup> week of April there will be a call meeting to approve the COLA application.</li> </ul> <p><b>Monthly Reports – February 2021</b></p> <ul style="list-style-type: none"> <li>• Julie reviewed the enrollment report. Jennifer reviewed the USDA report for GMV.</li> </ul>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ Enrollment/Attendance Reports for February 2021 accepted and filed as presented.</li> </ul>

<b>DISCUSSION</b>	Heather asked for members to give any updates or share resources, ask questions etc. <ul style="list-style-type: none"><li>• Heather will share additional food resources to the council via email.</li><li>• Budget hearings will be scheduled during the first part of April, we will plan to participate. Heather encourages everyone to participate, it's another way your voice can be heard. Also to understand how the county budget is spent, learn about new programs, etc.</li><li>• Special thank you to Tina for presenting the budgets at this meeting for the first time.</li></ul>
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Motion to adjourn made by David and Abdisalem. No objections.

<b>Adjournment:</b> Meeting adjourned at 7:55 p.m.
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<b>Next meeting:</b> April 22, 2021 at 6:30 p.m.
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