

Policy Council Meeting

MINUTES

DATE: 5/27/21

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

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

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

Agenda topics

ROLL CALL, INTRODUCTIONS

HEATHER THOMAS

DISCUSSION	<p>Introductions:</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>
CONCLUSIONS	<ul style="list-style-type: none"> ➤ Audibility of Members' Voices: First motion made by Tanya, seconded by Griscelda. All approved. Motion carries. ➤ 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. David seconded the motion. None opposed. Approved unanimously.

MINUTES APPROVAL

HEATHER THOMAS

DISCUSSION	<p>Approval of Meeting Minutes: Heather asked the council to review the minutes from the April meeting. One correction for the date of the May meeting to be updated to May 27.</p>
CONCLUSIONS	<ul style="list-style-type: none"> ➤ April 2021 Meeting minutes approval A motion to approve was made by Romana, second motion by David. Unopposed, motion carried unanimously.

TREASURER'S REPORT

TINA SCHMIDT

DISCUSSION	Treasurer's Reports:
CONCLUSIONS	<ul style="list-style-type: none"> ➤ April 2021 Treasurer's reports accepted and filed as presented.

FISCAL REPORT

TINA SCHMIDT

DISCUSSION	<p>Program Fiscal Reports: Tina shared the program fiscal reports for April 2021</p>
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	<p>Amounts typically get larger at the end of the year as we spend down the annual budget. We should be at 83% spent by this time in the year, we are a little under for April.</p> <p>Tina also reviewed the ARPA Supplemental COVID-19 Funding Application with the Policy Council. \$519,281 for Head Start, \$268,016 for Early Head Start, \$67,004 for EHS CCP.</p> <p>Total \$854,301 There is no non-federal share required.</p> <p>Griscelda had a question –Head Start has really low enrollment in this area. If spots don't get filled, will the funding go away? Jennifer answered that we will retain the funding.</p>
CONCLUSIONS	➤ HS/EHS and EHS-CC Partnership and Expansion grant fiscal reports accepted and filed as presented.

PROGRAM GOALS

KARLE FINLEY AND JULIE CHANG

DISCUSSION	<p>Program Goals and School Readiness Goals Karle and Julie presented on the goals for the program. This is a requirement of the grant, to share the goals with the policy council.</p>
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BYLAWS APPROVAL

JENNIFER BRANCH

DISCUSSION	<p>Policy Council Bylaws Recommendations for changes by the County Attorney's office.</p> <ul style="list-style-type: none"> • Before we said it must comply with VFOIA: added in language "applicable law" to cover situations such as last year's emergency executive orders from the Governor • Language about "emergency meetings" with 1 representative from each group constituting a quorum needs to be removed. Each meeting must have 2 reps for each program. <p>Requesting approval by Policy Council.</p>
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CONCLUSIONS	➤ A motion to approve was made by Griscelda, second motion by Tanya. Unopposed, motion carried unanimously.
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DIRECTORS REPORT

JENNIFER BRANCH

DISCUSSION	<p>Administrative Updates</p> <ul style="list-style-type: none"> • FA1 Federal Review last week. There were a series of conference calls, which included many staff including delegates to have meetings that discussed service areas. Heather and Supervisor Dalia Palchik participated in the opening meeting and discussing governance. <p>Monthly Reports – April 2021</p> <ul style="list-style-type: none"> • Jennifer shared the monthly reports for enrollment and the USDA food program.
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CONCLUSIONS	➤ Enrollment/Attendance Reports for April 2021 accepted and filed as presented.
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PC MEMBER UPDATES

POLICY COUNCIL

DISCUSSION	<p>Heather asked for members to give any updates or share resources, ask questions etc.</p> <ul style="list-style-type: none"> • Griscelda shared that she recently graduated with a degree in ECE. She also has participated in 10 hours of the economic mobility institute. • Heather was proud to tell the FA1 reviewers that PC was able to keep having meetings even through the pandemic. • FCPS Policy Council reps – thank you for serving. • FCPS staff – thank you for the celebration drive through and for providing the the Wolf Trap event. • Summer program operations – reach out to your FSW if any questions.
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Motion to adjourn made by Romana and seconded by Griscelda. No objections.

Adjournment: Meeting adjourned at 7:47 p.m.

Next meeting: June 24, 2021 at 6:30 p.m.