

Policy Council Meeting

MINUTES

DATE: 10/22/20

TIME: 6:00 - 7:00 P.M.

LOCATION: FAIRFAX COUNTY HEAD
START – ONLINE TEAMS MEETING
MEETING ID 343 114 252

MEETING CALLED BY	Heather Thomas, Chairperson at 6:20 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 FCPS: Sheku Bangura, Fatiha Abderraziq GMV/FCC: Heather Thomas, David Aratuo, Tracita Douglas, Keisha Scott Higher Horizons: Abdisalam Aden, Romana Akbar Community Representative: Meg Marcus (corrected) Staff: OFC: Jennifer Branch, Karle Finley, Maryom Fox, Julie Chang; Hi Ho: Mary Ann Cornish FCPS: Grace Winslow</p>

Agenda topics

ROLL CALL, INTRODUCTIONS

HEATHER THOMAS

DISCUSSION	<p>Introductions: Policy Council members, staff and guests introduced themselves stating which program they represented. Emergency ordinance approval to have a move that each member’s voice may be adequately heard by each other member of the Policy Council</p>
	<p>First motion made by Heather, seconded by Abdisalem/Tracita. All approved. Motion carried. Nature of the emergency is the Pandemic which makes it unsafe for the members to attend a physical meeting. Heather made a motion, David second. No objections.</p>

MINUTES APPROVAL

HEATHER THOMAS

DISCUSSION	<p>Approval of Meeting Minutes: Heather asked the council to review the minutes from the September meeting.</p>
CONCLUSIONS	<p>➤ September 2020 Meeting minutes approval A motion to approve with edits was made by Tracita, second motion by Keisha. Unopposed, motion carried unanimously.</p>

TREASURER’S REPORT

MARYOM FOX

DISCUSSION	<p>Treasurer’s Reports: Maryom presented the Policy Council audit report. Bank records and financial reports have been reviewed. July 1, 2019 – June 30, 2020. Policy council officers are responsible to ensure that it is conducted to US audit standards. Report presents fairly for the policy council. Audit was conducted October 20, 2020, with on site and off site supplemental questions. Only one irregularity was found: unsigned or missing invoices, missing child care log and sign in sheet for January 2020 meeting. All items were reconciled before the conclusion of the audit. Three recommendations were presented. 1. Need documentation before writing checks. 2. Check numbers should be written on supporting documentation (stubs), 3. New treasurer will receive training from previous incumbent, fiscal officer and additional staff support. Maryom explained the September policy council reports and cash activity report. For the money that was left at the end of the year, it will be taken into account that there was a lot left over due to pandemic. The funds are still in the policy council bank account so that money will still get spent for Policy Council. FY 2020-21 Funding: The budget is still \$14,280.00. Recommending budget line items. Heather recommends that we take the advice of the program as far as the line items. David agrees with Heather. Heather made motion, seconded by Tracita. David, Fatiha, Keisha, Abdisalem, Omar. Unanimous, motion carries. 4651. October is when the funds are being requested, so funds will be in account to carry them through July, August, September. Heather will sign off on the memo and we will request the funds from Fairfax County.</p>
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	Annual budget report for month ending September 2020. No questions. Cash activity report. No questions.
CONCLUSIONS	➤ September 2020 Treasurer's reports accepted and filed as presented.

FISCAL REPORT

MARYOM FOX

DISCUSSION	<p>Program Fiscal Reports: Maryom reviewed the HS/EHS and EHS-CC Partnership Expansion reports for September, 2020. Final report submitted for HS/EHS budget for 2019-20 program year to file. Expenses for September. We are 12.15% expended (should be 24.99%). There are some vacancies in HS and EHS, and haven't been spending money on supplies because we were not fully operational in July/August and September.</p> <p>Federal Financial Report SF 425 Final Grant 03CH010411. 100% fully expended. Grant 03HP000205. 100% fully expended.</p> <p>Federal Financial Report for quarterly cash disbursements Grant 03CH010411. Grant 03HP000205. Heather congratulated the program for doing a great job.</p>
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CONCLUSIONS	➤ HS/EHS and EHS-CC Partnership and Expansion grant fiscal reports accepted and filed as presented.
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PERSONNEL APPROVAL

DAVID ARATUO

	<p><u>David Aratuo presented</u> Child Care Specialist II, Family Service Manager. Supervises 6 family service workers across HS/EHS programs. Serves on management team. 148 applicants screened. One candidate, Ashley Williams is being presented to the Policy Council for approval. Heather made the first motion, Tracita second motion. David, Abdisalem, Fatiha, Omar. Motion carries.</p>
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CHAIRMAN'S EQUITY
TASK FORCE

KARLE FINLEY

	<p><u>The Chairman's Equity Task Force Outreach</u> <i>To create a more equitable County, additional voices, beyond the task force, will need to be engaged. Tonight's discussion is an opportunity for you to inform the recommendations of the Task Force and share your insights, questions, concerns and aspirations.</i></p> <p><u>Complete notes are available in the meeting recording.</u></p>
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DIRECTORS REPORT

JENNIFER BRANCH

DISCUSSION	<p><u>Administrative Updates</u></p> <ul style="list-style-type: none"> Jennifer reviewed the Fall 2020 Program progress and COVID-19 updates. <p><u>Monthly Reports – September 2020</u></p> <p>➤ Enrollment Statistics – Enrollment is down across all of our programs. It is currently challenging to enroll families because of the current pandemic situation. Some families need 5 day a week services; some fear in-person services. Typically during September, all seats are full and the waiting list starts to increase. Programs are working to recruit additional families to serve as many as possible.</p>
CONCLUSIONS	<p>➤ Enrollment/Attendance Reports for September 2020 accepted and filed as presented.</p> <p>➤ Adjournment: Motion to adjourn made by Omar Mohammed, and seconded by Sheku Bangura. All in favor.</p>

Motion to adjourn made by Omar and Heather. All in favor.

Adjournment: Meeting adjourned at 8:03 p.m.

Next meeting: November 19, 2020