

# Policy Council Meeting

## MINUTES

**DATE:** 12/17/20

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

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

<b>MEETING CALLED BY</b>	Heather Thomas, Chairperson at 6:30 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</b>  <b>FCPS:</b> Sheku Bangura, Fatiha Abderraziq, Tanya Blackburn, Griscelda Blanco  <b>GMV/FCC:</b> Heather Thomas, David Aratuo, Tracita Douglas  <b>Higher Horizons:</b> Abdisalam Aden, Romana Akbar  <b>Community Representative:</b> Meg Marcus (absent)  <b>Staff:</b> 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

<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> <p>Heather asked the council if a later start time that would be helpful for families to join. Griscelda said it would be helpful. Going forward, Heather, Tracita second motion. 6:30 will be the new start time for meetings.</p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ Audibility of Members’ Voices: First motion made by Heather, seconded by Tracita. All approved. Motion carries.</li> <li>➤ Need for an Electronic Meeting: Nature of the emergency is the Pandemic which makes it unsafe for the members to attend a physical meeting. Heather made a motion. 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 November meeting.
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ <b>November 2020 Meeting minutes approval</b> A motion to approve was made by Abdisalem, second motion by Tracita. Unopposed, motion carried unanimously.</li> </ul>

TREASURER’S REPORT

MARYOM FOX

<b>DISCUSSION</b>	<b>Treasurer’s Reports:</b> Funds have been received and deposited. Maryom presented the Policy Council treasurer’s report and cash activity reports
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ November 2020 Treasurer’s reports accepted and filed as presented.</li> </ul>

FISCAL REPORT

MARYOM FOX

<b>DISCUSSION</b>	<b>Program Fiscal Reports:</b> Maryom reviewed the HS/EHS and EHS-CC Partnership Expansion reports for November, 2020.
<b>CONCLUSIONS</b>	➤ HS/EHS and EHS-CC Partnership and Expansion grant fiscal reports accepted and filed as presented.

PERSONNEL APPROVAL

DAVID ARATUO

<b>CONCLUSIONS</b>	<p><b><u>David presented a candidate for GMV positions: Child Care Specialist II</u></b> This person would serve as the Education at Greater Mt. Vernon Community Head Start and is on the GMV Management Team and ensures children and families are provided educational supports. Some of the duties include but are not limited to, monitoring curriculum plans for accuracy, ensuring that teachers are implementing plans within the classroom, ongoing classroom observations. Applicants Sheila Gordon and Aletia Atkins was selected as one the best candidates to conduct a second interview including Policy Council representative, David Aratuo. Two candidates are being brought forth for this position to the Policy Council for approval. Sheila Gordon will be the first choice and Aletia Atkins as an alternate in case Sheila does not accept.</p> <p><b><u>Heather Thomas presented a candidate for Financial Specialist III</u></b> Would replace Maryom Fox and report directly to Jennifer Branch. Candidate info: Christina "Tina" Schmidt is the best candidate for the Financial Specialist III position. She is dependable, accurate and detail oriented. She was able to explain thoroughly answers to all the questions including every part of the question. Her experience with the County will be a big benefit for her to be able to adjust to the new job quickly. Tina will start Jan 4.</p> <p>➤ Approval of Sheila Gordon for the position of Education Manager at GMV and Aletia Atkins as alternate for hire. David made the first motion, Tracita second motion. All approved, motion carries. ➤ Approval of Christina "Tina" Schmidt for hire as Financial Specialist III. Heather made the first motion, David second motion. All approved, motion carries.</p>
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DIRECTORS REPORT

JENNIFER BRANCH

<b>DISCUSSION</b>	<p><b><u>Administrative Updates</u></b></p> <ul style="list-style-type: none"> <li>• Jennifer reviewed the Winter 2020 Program progress and COVID-19 updates. <ul style="list-style-type: none"> <li>— GMV hybrid model, open 2 days and virtual services on the other two days for other families. Will continue in January with the same model through the end of the month and re-evaluate.</li> <li>— Virtual will continue for FCPS and Higher Horizons.</li> <li>— Excited to hear about the vaccine being distributed. Hopefully later this year we will be in a much better situation.</li> </ul> </li> </ul> <p>Jennifer wanted to let PC members know, if there are any problems or concerns regarding technology, etc, to please contact the programs so they can be supported during distance learning.</p> <p><b><u>Monthly Reports – November 2020</u></b></p> <ul style="list-style-type: none"> <li>• Enrollment Statistics – Enrollment is fluctuating across all of our programs. Attendance, whether virtual or in-person, remains steady.</li> </ul> <p>Policy council budget training information will be provided soon. Officers are expected to attend, all members are invited.</p>
<b>CONCLUSIONS</b>	➤ Enrollment/Attendance Reports for November 2020 accepted and filed as presented.

Motion to adjourn made by Abdisalem and David. No objections.

**Adjournment:** Meeting adjourned at 6:55 p.m.

**Next meeting:** January 28, 2020 at 6:30 p.m.