Head Start of Washington County Policy Council Meeting Minutes

Date: November 13, 2023

Council Members Present: Tamara Lloyd Owens, Aleasa Price, Casey Jones, Shirley Thorne,

Melissa Caudell, Lacey Appiah, & Elizabeth Howe

Council Members Absent: Stephanie Jenkins

HSWC Staff Present: Vicki Robinson, Alicia Carter, Linda Blontz, Laura Harbaugh, Cindy

Perkowski, & Kaprice Vaughan-Smith

Subject	Discussion	Action
Call to Order	The meeting was called to order at 6:02pm.	
Roll Call/Quorum	Roll call was taken. A quorum was met.	A voice vote was had to
Election-Treasurer and Secretary	A voice vote for Aleasa Price as Treasurer was had. No one expressed interest in the Secretary position.	accept Aleasa as Treasurer All in favor. None opposed.
Review of Minutes	The minutes for October were reviewed. There was one change. Elizabeth was absent. The minutes will be corrected and resent.	Motion to approve the October minutes with correction made by Lacey. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u>	The Treasurer's Report was reviewed.	
<u>Director's Update</u> <u>Monthly Report</u>	Vicki reviewed the Monthly Report through the end of September. This is the first month of the new school year. We appear under-enrolled but this reflects the Change in Scope numbers. Once approved, we are	Motion to approve the Treasurer's Report made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.
	fully enrolled. Over-income numbers have decreased since the approval to use SNAP to verify eligibility. Dropped numbers are typical for this time of year. The Waitlist continues to grow, although many are over-income. More applications continue coming in. Homeless numbers are also steady. Referrals to outside agencies are up as we start referrals to Salvation Army and Toys	
	for Tots for holiday assistance. Attendance percentages are up as we have focused on	

this issue post-COVID. All sites were above 85% although we do expect it to drop as Hand, Foot, & Mouth and RSV have been present in recent weeks. HB Visits are going well.

Motion to approve the Monthly Report made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.

Financial Reports

Vicki reviewed the Financial Reports. This was through the end of September. Budget ends January 31st. We have 46% of our overall budget remaining. This report was typical. In-Kind is still under budget but staff is on board with pushing In-Kind activities and we have a waiver for the current year.

Motion to approve the Finance Report made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.

Head Start Happenings Advisory Meeting Update-PC Members

Aleasa spoke briefly about attending the Health & Nutrition Advisory meeting. Brooke's House was a guest speaker. Aleasa shared what she learned regarding their services and business ventures. She also mentioned that they have a walk on Thanksgiving Day with proceeds going toward activities for their residents. Also attending the advisory meeting were a nutritionist, a Medicaid representative, & Family Healthcare of Hagerstown.

Alicia mentioned that a Parent Café will be held - 11/30 - 11:30am-1:30pm.

New Business MH Services Staff

Kaprice Vaughan-Smith, Behavior Health Manager, introduced herself and her department. She explained HSWC's mental health services and the role of our consultant, Dr. Geis. She discussed referrals, observations and follow-up for concerns. Last year, we implemented Behavioral Incident Reports. This anonymous process was explained. No children's names are used but it helps us look at the classroom as a whole to help with the issue. Kaprice also shared data regarding mental health services.

Community Assessment Review

Cindy Perkowski, Data & Grants Manager, introduced herself and explained the

Community Assessment process. Every 5 years, all Head Starts must do a full Community Assessment, followed by an annual update. Our full assessment was in 2020. The latest annual update was reviewed. Data included county and city population numbers, poverty level, unemployment rate, birth rate and medical assistance users. Homelessness has increased in the county as well as within our program as well. Staffing shortages are still an issue across the county. Fatal drug overdoses decreased slightly from the year before. Obesity is still a community-wide focus as well.

<u>Self-Assessment/</u> <u>Strategic Plan Review</u>

Vicki went over the Self-Assessment/ Strategic plan report. These goals were written in 2020 at the start of our 5 Year Plan. Every year complete a program selfassessment. We look at what is being done and what can be done better. This focus on continuous quality improvement is done throughout the year, culminating with our annual self-assessment meeting in June.

The 2023 Highlights included:

- Wage comparability study
- Early Childhood Professional Development Manager position created
- Transportation office using Class DoJo more
- Change in Scope submitted
- 3 buses sold
- Began attendance initiative
- Staff wellness portal created
- Parent/family wellness program coming soon
- PBIS initiatives continue
- New nutritionist/dietician identified
- Behavior Incident Report started

None.

Old Business

Personnel Updates

Linda gave the Personnel Update.

Resignations – 1 Elgin Center Support

	New Staff – 1 PT/PY Classroom Aide	
	Position Offered – 1 MLK HS Teacher	
	• Open Positions – 1 MLK EHS 2's Teacher,	
	1 Elgin Center Support	
MSDE Accreditation	Laura asid 2 of ann 4 oitea ann a ann dùtad	
<u>Updates</u>	Laura said 3 of our 4 sites are accredited.	
	Shriver had their visit last week. We are still	
	waiting for the outcome of that.	
Next Meeting	Next meeting: December 11, 2023 @	
	5:30pm – In-Person	
Mooting Adjourned	'	
Meeting Adjourned	The meeting was adjourned at 7:32pm	
	Documents Provided:	
	- Agenda November 13, 2023	
	- 101623 Policy Council Minutes	
	- PC Treasury November 13, 2023	
	- HSWC 23-24 Monthly Report – 09-23	
	- 2023 Community Assessment Update	
	- Final Self-Assessment Report 2023	
	- Self Assessment Highlights 2023	
	- Sep 23 HS and EHS Combined Budget - PC	