

## 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

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b><u>Call to Order</u></b>	The meeting was called to order at 6:02pm.	
<b><u>Roll Call/Quorum</u></b>	Roll call was taken. A quorum was met.	
<b><u>Election-Treasurer and Secretary</u></b>	A voice vote for Aleasa Price as Treasurer was had. No one expressed interest in the Secretary position.	A voice vote was had to accept Aleasa as Treasurer All in favor. None opposed.
<b><u>Review of Minutes</u></b>	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.
<b><u>Treasurer's Report</u></b>	The Treasurer's Report was reviewed.	
<b><u>Director's Update</u></b> <b><u>Monthly Report</u></b>	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 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	Motion to approve the Treasurer's Report made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.

<p><b><u>Financial Reports</u></b></p> <p><b><u>Head Start Happenings Advisory Meeting Update-PC Members</u></b></p> <p><b><u>New Business MH Services Staff</u></b></p> <p><b><u>Community Assessment Review</u></b></p>	<p>this issue post-COVID. All sites were above 85% although we do expect it to drop as Hand, Foot, &amp; Mouth and RSV have been present in recent weeks. HB Visits are going well.</p> <p>Vicki reviewed the Financial Reports. This was through the end of September. Budget ends January 31<sup>st</sup>. 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.</p> <p>Aleasa spoke briefly about attending the Health &amp; 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, &amp; Family Healthcare of Hagerstown.</p> <p>Alicia mentioned that a Parent Café will be held - 11/30 - 11:30am-1:30pm.</p> <p>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.</p> <p>Cindy Perkowski, Data &amp; Grants Manager, introduced herself and explained the</p>	<p>Motion to approve the Monthly Report made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p> <p>Motion to approve the Finance Report made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p>
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<p><b><u>MSDE Accreditation Updates</u></b></p> <p><b><u>Next Meeting</u></b></p> <p><b><u>Meeting Adjourned</u></b></p>	<ul style="list-style-type: none"><li>• New Staff – 1 PT/PY Classroom Aide</li><li>• Position Offered – 1 MLK HS Teacher</li><li>• Open Positions – 1 MLK EHS 2’s Teacher, 1 Elgin Center Support</li></ul> <p>Laura said 3 of our 4 sites are accredited. Shriver had their visit last week. We are still waiting for the outcome of that.</p> <p>Next meeting: December 11, 2023 @ 5:30pm – In-Person</p> <p>The meeting was adjourned at 7:32pm</p> <p>Documents Provided:</p> <ul style="list-style-type: none"><li>- Agenda November 13, 2023</li><li>- 101623 Policy Council Minutes</li><li>- PC Treasury November 13, 2023</li><li>- HSWC 23-24 Monthly Report – 09-23</li><li>- 2023 Community Assessment Update</li><li>- Final Self-Assessment Report 2023</li><li>- Self Assessment Highlights 2023</li><li>- Sep 23 HS and EHS Combined Budget - PC</li></ul>	
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