

Elkhart and St. Joseph Counties Head Start Consortium

Policy Council Minutes

November 18, 2009

10:00 a.m.

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in session on Wednesday, November 18, 2009 at the Lafayette Traditional School, 245 North Lombardy, South Bend, IN 46619.

Those present:

Lakia Simmons – Acting Chairperson
Traci Johnson
Todd Lewis
Brandi Tropser
Kim Wagner
Kathy Guajardo – Executive Director
Christine Gregorich – Executive Secretary
Melody Thomas – Clerical Assistant

Those absent:

Frank Miller – Chairperson
Janine Larkin – Secretary
Marisa Albiar
Heather Lantz
Matt Miller
Elizabeth Tellez
Brandy Taberski
Nikki Kyle – Community Representative

Call to Order:

The meeting was called to order at 10:20 A.M. Vice Chairperson, Lakia Simmons, presided in the absence of the Chairperson.

Roll Call:

Lakia Simmons requested Traci Johnson to take roll call. Roll Call was taken. A quorum was met for the purpose of conducting business.

Approval of Minutes:

A motion to approve the minutes as included in the packet was made by Traci Johnson and seconded by Brandy Tropser. Motion was carried by unanimous vote.

Communications:

Executive Director's Report

Kathy Guajardo, Executive Director, reviewed the information in the attached Executive Director's report. After review of the report, there was a question from Traci Johnson regarding approval of the Early Head Start Grant. Kathy explained that we have not received official notification of acceptance of the Early Head Start grant yet.

Chairperson and Board Member Reports

There was no Chairperson Report.

There was no Board Member Report. However, Kathy explained the Board's desire for the 2009-2010 Policy Council to be represented and Policy Council Reports submitted at Board Meetings.

Action Agenda:

Approval of Human Resources Report

Kathy Guajardo reviewed the Human Resources Report.

There was no discussion. A motion to approve the Human Resources Report was made by Traci Johnson and seconded by Brandy Trosper. A motion was passed unanimously.

Approval of Distribution of Payroll and Summary of Actual Expenditures Report

After review of the Distribution of Payroll and Summary of Actual Expenditures Report by Kathy Guajardo, a motion to approve the budget was made by Traci Johnson and seconded by Brandy Trosper. There was no discussion. A motion was passed unanimously.

Approval of Lease Agreement

Kathy Guajardo explained the proposed lease agreement. A motion to approve the Lease Agreement was made by Traci Johnson and seconded by Kim Wagner. There was no discussion. A motion was passed unanimously.

New Business:

There was no new business.

Adjournment:

Lakia Simmons, acting chairperson, asked for a motion for adjournment. Motion was made by Traci Johnson and seconded by Brandy Trosper. Motion for adjournment was unanimously passed.

The meeting was adjourned at 11:18 A.M.

Respectfully submitted,
Melody Thomas, Clerical Assistant