

Policy Council Minutes

February 20, 2009

Time 10:20 A.M.

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in session on Friday, February 20, 2009 at the Lafayette Center.

Call to Order:

The meeting came to order at 10:20 A.M. Vice Chairperson took roll call.

Roll Call:

Present:

Frank Miller - Chairperson

Lakia Simmons – Vice Chairperson

Kim Wagner

Jamie Hunt

Traci Johnson

Marissa Albiar

Todd Lewis

Elizabeth Tellez

Nikki Kyle

Brandy Taberski

Kathy Guajardo – Executive Director

Christine Gregorich – Executive Secretary

Regin Johnson - Information Technology Consultant

Oralia Castro - Translator

Absent:

Janine Larkin - Secretary

Heather Lantz

Brandy Trosper

Matt Miller

Mariana Strizheus

Angel Rink

Yeymy Santos

Delma Granados

Approval of Minutes:

A motion to approve the minutes as included in the packet was made by Traci Johnson, seconded by Lakia Simmons. Motion was carried by a unanimous vote.

Unfinished Business:

None

Communications:

Executive Director's Report

- January enrollment – fully enrolled at 1020. Average Daily Attendance for Elkhart County was at 87.83%, St. Joseph County was at 83.05%, and program wide we were at 85.15%.
- Wait list for Elkhart County is 303 children, St Joseph County is 203 children, IEP's - 131 active children.
- The Federal audit was discussed and our review may be somewhere between April 13, 2009 – May 8, 2009.
- A Fiscal consultant procured for the consortium in order to help prepare for the federal review.
- Stimulus package will allow opportunities to write grants that would help enhance the Head Start program.
- Kathy gave reports on several meetings she attended.
- The Homeless Coalition meeting will be coming up this week, as well as a sub-committee of the Board Members regarding transportation.

Chairperson and Board Member Reports:

There is no board member communication due to no meeting since the last policy council meeting.

Action Agenda:

Kathy discussed the Human Resources Report on resignations, terminations and hires. Motion was made by Traci Johnson and seconded by Nikki Kyle. Motion was passed unanimously.

Register of claims (financial report) was summarized. Motion was made by Traci Johnson and seconded by Marissa Albiar. Motion was passed unanimously.

New Business:

Traci Johnson asked if there could be training done specifically for single parents. Traci also mentioned parents are not receiving the home activity packets. Kathy said she will follow up with both of these items.

It was mentioned that the snack items have been inconsistent with the printed menu.

Todd mentioned a concern about multiple staff changes in transportation affecting the children. Kathy clarified that transportation is not under Head Starts control. It is managed by the respective school districts.

The next Policy Council meeting will be March 13, 2009. The Advisory Council will meet at 11:00 a.m. and the Policy Council at 12:00 p.m.. Kathy discussed the Advisory Council on what the meetings are about and asked if anyone would like to join the Advisory Boards. Todd Lewis

said he would like to join the Education Committee. Jamie Hunt would like to join the Social Services Committee.

Adjournment:

Motion was made to adjourn by Jamie Hunt and seconded by Lokia Simmons. Motion passed unanimously.

Respectfully submitted by:

Regin Johnson, Consultant