

# Policy Council Minutes

March 13, 2009

9:50 A.M.

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in session on Friday, March 13, 2009 at the Lafayette Center.

## **Call to Order:**

The meeting was called to order by acting Chairperson, Janine Larkin at 9:50 A.M. Traci Johnson was appointed acting Secretary, who then took roll call, a quorum was met to conduct business.

## **Roll Call:**

### **Those present:**

Janine Larkin – Twin Branch, Secretary – Acting Chairperson  
Traci Johnson – Bristol, Acting Secretary  
Matt Miller – Elsie Rogers  
Marisa Albiar - Daly  
Kim Wagner - Lafayette  
Jamie Hunt - York  
Kathy Guajardo – Executive Director  
Chris Gregorich – Parliamentarian  
Regin Johnson - Information Technology Consultant, Recorder

### **Absent:**

Frank Miller - Chairperson  
Lakia Simmons – Vice Chairperson  
Heather Lantz  
Brandy Trospen  
Brandy Taberski  
Todd Lewis  
Elizabeth Tellez  
Delma Granados  
Nikki Kyle – Community Representative

## **Approval of Minutes:**

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

## **Unfinished Business:**

None

## **Communications:**

### **Executive Director's Report**

- Enrollment is full at 1020. Last vacancies will be filled April 21, 2009.
- Average Daily Attendance in February, program wide, we were at 87.78% - by county 86.14% in St. Joseph County and 89.89% in Elkhart County. Absences were due mostly to illness.
- 283 are on the waitlist in Elkhart County and 191 in St. Joseph County.
- 131 active IEPs, we are required to have 102. We're serving 70 with an IEP Elkhart County, 61 with an IEP St. Joseph County
- Management team, grantee staff, and consultant team meetings were summarized. Meetings are held on Mondays.
- IT meetings with Regin Johnson occur on Fridays.
- February 18, 2009 a presentation was made to the Research and Development Board at Memorial Hospital discussing how they can work together with Head Start.
- Family Summit in Elkhart County was held on February 18, 2009. Kent Johnson, chaplain for Indiana Colts and former football player was the speaker. There was also training held regarding what is available to families in need in Elkhart County.
- February 25, 2009 a subcommittee of the board met to review the LaVille site transportation information. The morning class is all Marshall County students and the afternoon class is all St. Joseph County. Transportation for the morning class from Marshall County costs the Head Start program \$35,000 a year. The afternoon session also has transportation costs, adding up to approximately \$62,000. Since Marshall County is not officially a recipient of the grant, the board is going to ask that the Marshall County parents in the morning class transport their children and the St. Joseph County students in the afternoon will receive Head Start transportation. Kathy Guajardo fielded some questions from the council.
- Also, in February Kathy met with Perry Davis making sure fiscal operations are prepared and ready to go for the audit. He is coming back March 30, 2009.
- Met with various homeless shelter entities.
- Began scanning work toward the audit.
- Reviewed the EPO Center in Elkhart. The county uses it for a science experience for children. Head Start is partnering with them and will try to have family nights there next year.
- Self-Assessment - we continue to work on that, Policy Council will receive a full report.
- Fatherhood posters went home. A day for dads will be held. Policy council training will be held on March 27, 2009 at 10:00 a.m. at the Mishawaka library to prepare for the audit.
- Advisory Council meetings today.
- Risk management meeting with HHS will be on April 14, 2009.

Chris Gregorich took over for Kathy, as she had to go to another meeting.

- Childhood Conference will be April 2-4, 2009 in Indianapolis. Pre-conference will be on the 2<sup>nd</sup> and the general conference is the 3<sup>rd</sup> and 4<sup>th</sup>. A question was raised regarding carpooling if there is a waiver signed. Chris will check with Kathy.
- Risk Management Conference April 14, 2009 at the Chicago office.
- Wednesday, March 18, 2009 at 9:30 a.m. is the board meeting.
- Chris opened the floor for questions. A question was asked regarding childcare. Chris will check with Kathy.

Due to absence, there was no Board Report and Policy Council Chairperson report.

### **Action Agenda:**

Traci Johnson made a motion to approve the Human Resources report, seconded by Jamie Hunt with unanimous approval. There were Personnel changes. One termination and two hires to fill vacancies.

Chris Gregorich reviewed the Distribution of Payroll and Summary of Actual Expenditures – there was a question regarding transportation and it was discussed that billing is in arrears and will show in a further report. There was discussion about how ‘in kind’ is reported. A motion to approve the budget was made by Traci Johnson, seconded by Matt Miller with unanimous approval.

Self-Assessment procedure and presentation was explained. A motion was made by Matt Miller to approve the self-assessment, Traci Johnson seconded. The motion carried unanimously.

Approval was given for the Head Start Finance Policy and Procedures. A motion for approval was made by Jamie Hunt and seconded by Traci Johnson. The motion carried unanimously.

### **New Business:**

There was neither new business nor further reports.

Next meeting will be April 24, 2009 at 9:30 a.m.

### **Adjournment:**

Janine Larkin, Acting Chairperson, asked for a motion for adjournment. A motion was made to adjourn the meeting by Traci Johnson and seconded by Jamie Hunt. The meeting was adjourned at 10:51 A.M.

Respectfully submitted by:

Regin Johnson, Consultant