

# Policy Council Minutes

June 12, 2009  
10:00 am

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in session on Friday, June 12, 2009 at the Lafayette Traditional School, 245 North Lombardy, South Bend, IN 46619.

## **Those present:**

Lakia Simmons – Vice Chairperson  
Kim Wagner  
Todd Lewis  
Jamie Hunt  
Marisa Alibar  
Brandi Taberski (via phone conference)  
Kathy Guajardo – Executive Director  
Christine Gregorich – Executive Secretary  
Melody Thomas – Data Collector

## **Those absent:**

Frank Miller – Chairperson  
Janine Larkin – Secretary  
Traci Johnson  
Matt Miller  
Brandy Trosper  
Delma Granados  
Elizabeth Tellez  
Nikki Kyle – Community Representative

## **Call to Order:**

The meeting was called to order at 10:30 A.M. Vice Chairperson, Lakia Simmons, presided in the absence of the Chairperson. Lakia Simmons appointed Marisa Alibar acting secretary, in the absence of the secretary.

## **Roll Call:**

Roll Call was taken by Marisa Alibar. 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 Marisa Alibar, and seconded by Kim Wagner. 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 discussion regarding the time frame for approval and implementation of the grants.

### **Chairperson and Board Member Reports**

There were no Chairperson or Board Member Reports

## **Action Agenda:**

### **Approval of Human Resources Report**

Kathy Guajardo reviewed the Human Resources Report.

Discussion ensued regarding the Human Resources Report. A motion to approve the Human Resources Report was made by Jamie Hunt and seconded by Marisa Alibar. 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 Jamie Hunt and seconded by Marisa Alibar. There was no discussion. A motion was passed unanimously.

### **Approval of the Early Head Start Grant**

After review of the Early Head Start Grant by Kathy Guajardo, a motion to approve was made by Brandi Taberski and seconded by Marisa Alibar. A motion was unanimously passed.

### **Approval of the Expansion Grant**

After review of the Expansion Grant by Kathy Guajardo. There was discussion regarding the location of the additional sites. A motion to approve was made by Brandi Taberski and seconded by Jamie Hunt. A motion was unanimously passed.

### **Approval of the Training and Technical Assistance (T/TA) Grant**

After review of the Training and Technical Assistance Grant by Kathy Guajardo, a motion to approve was made by Brandi Taberski and seconded by Kim Wagner. A motion was unanimously passed.

### **Approval of the Continuation (Refunding) Grant**

After review of the Continuation (Refunding) Grant by Kathy Guajardo, a motion to approve was made by Jamie Hunt and seconded by Todd Lewis. A motion was unanimously passed.

### **Approval of the Child and Adult Care Food Program (CACFP) Grant**

After review of the Child and Adult Care Food Program Grant by Kathy Guajardo, a motion to approve was made by Marisa Alibar and seconded by Kim Wagner. A motion was unanimously passed.

### **Approval of the Service Area Plans**

The revised Service Area Plans were presented to the Policy Council for review of the changes. A motion to approve the Service Area Plans was made by Jamie Hunt and seconded by Todd Lewis. A motion was unanimously passed.

### **Approval of the Program Improvement Grant**

After review of the Program Improvement Grant by Kathy Guajardo, a motion to approve the Program Improvement Grant was made by Marisa Alibar and seconded by Kim Wagner. A motion was unanimously passed.

### **Approval of the Employee Handbook**

Kathy Guajardo explained that the Employee Handbook must be approved annually. A motion to approve the Employee Handbook was made by Jamie Hunt and seconded by Todd Lewis. A motion was unanimously passed.

### **Approval of the Fiscal Handbook**

Kathy Guajardo, explained the Fiscal Handbook must be approved annually for the upcoming school year and the grant. A motion to approve the Fiscal Handbook was made by Jamie Hunt and seconded by Todd Lewis. A motion was unanimously passed.

### **Approval of the Job Descriptions**

After Kathy explained that the Job Descriptions need to be approved annually, a motion to approve the Job Descriptions was made by Marisa Alibar and seconded by Kim Wagner. A motion was unanimously passed.

### **New Business:**

#### **Parent Complaint**

Kathy Guajardo reported of a parental complaint regarding Head Start Students not being allowed to view Al Pacas that were brought into Twin Branch School. Although the school principal had approved for the Head Start children to see the animals, this did not happen due to daily time constraints and health and safety concerns. Kathy will be responding to the parent explaining the reasons why the children were not allowed to view the animals.

#### **Additional Discussion of the Program Improvement Grant**

Additional concerns were raised by the Policy Council regarding the possible use of portable units for Head Start office facilities. There were concerns that the portable units would be possible targets for theft and vandalism.

**Discussion of Next Meeting**

There will be no July or August Policy Council meeting. The next Policy Council meeting will be held in September, date and time to be announced at a later date.

**Adjournment:**

Lakia Simmons, acting chairperson, asked for a motion for adjournment. Motion was made by Jamie Hunt and seconded by Todd Lewis. Motion for adjournment was unanimously passed.

The meeting was adjourned at 11:20 AM.

Respectfully submitted,  
Melody Thomas, Data Collector

Approved by:

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Signature

June 12, 2009

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Date