



Elkhart and St. Joseph Counties Head Start Consortium  
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Dr. Kathy Guajardo, Executive Director  
*This institution is an equal opportunity provider*

November 10, 2017

9:00 A.M.

**Policy Council Meeting**

**I. Call to Order**

The meeting was called to order at 9:16 a.m. by Jennifer Allen, Chairperson.

**II. Roll Call**

Jennifer requested the roll call be taken. It was stated that we have to have a quorum.

**Those present were:**

Jennifer Allen	Policy Council <b>Chairperson</b>
Osmara Ortega	Policy Council Representative
Sara White	Policy Council Representative
Linda Layman	Policy Council Representative
Dr. Tom Neat	Policy Council Elkhart County Member at Large
Dr. Kathy Guajardo	Head Start Executive Director
Chris Gregorich	Head Start Executive Secretary

**Those absent were:**

Andrea Travis	Policy Council <b>Vice Chairperson</b>
Veronica Spaulding	Policy Council Representative
Sarah Ruskowski	Policy Council Representative
Camielle Mankowski	Policy Council Representative
Terence Hunter	Policy Council Representative
Marie Jones	Policy Council Representative
Patricia Vickers	Policy Council St. Joseph County Member at Large
Sande Schutz	Policy Council St. Joseph County Member at Large

**III. Approval of Minutes**

The motion for approval was made by Dr. Tom Neat and was seconded by Sara White. All were in favor.

**IV. Communication**

**(A.) Executive Director's Report**

As included in packet.

**(B.) Policy Council Chairperson's Report**

Jennifer thanked everyone and it's been a learning experience.

**(C.) Board Member's Communication**

It was a short meeting and the loss of Alison Fox, one of our attorney was discussed.

**(D.) Policy Council Site Meeting Report**

Some of the site meetings were well attended.

**V. Action Agenda**

- 17-1115-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Linda Layman and was seconded by Sara White. All were in favor.
- 17-1115-02 Approval of the Semi-Annual Report for Fiscal Year 2016**  
The motion for approval was made by Linda Layman and was seconded by Sara White. All were in favor.
- 17-1115-03 Approval for the Annual Report for Fiscal Year 2016**  
The motion for approval was made by Sara White and was seconded by Osmara Ortega. All were in favor.

**VI. New Business and Reports**

Dr. Neat would like to congratulate Jennifer for her graduation accomplishments and wish her the best on her further accomplishments. Dr. Guajardo wanted to thank the members for sticking with the council and for all their dedicated services. Appreciation gifts were given out to the council members.

**VII. Adjournment**

A motion for adjournment was made by Sara White and seconded by Osmara Ortega. All were in favor. The meeting was adjourned at 9:40 a.m.

Submitted by:

Chris Gregorich