

**Elkhart and St. Joseph Counties Head Start Consortium**  
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**Toll Free: (866) 440-8843 Web Site: [www.headstartesj.com](http://www.headstartesj.com)**  
**Dr. Kathy Guajardo, Executive Director**

**September 23, 2016**

**12:00 P.M.**

**Policy Council Meeting**

**I. Call to Order**

The meeting was called to order at 12:29 p.m. by Henry Bradley, Chairperson.

**II. Roll Call**

Henry requested the roll call be taken. It was stated that we have 2 excused absences, 1 resignation, and we do have a quorum.

Those present were:

Henry Bradley	Policy Council <b>Chairperson</b>
Tiana Webb	Policy Council Representative
Denise Maldonado	Policy Council Representative
Veronica Dollahan	Policy Council Representative
LeFemme Thomas	Policy Council Representative
Dr. Tom Neat	Policy Council Elkhart County Community Representative
Rev. Terrell Jackson	Policy Council St. Joseph County Community Representative
Dr. Kathy Guajardo	Head Start Executive Director
Chris Gregorich	Head Start Executive Secretary

Those absent were:

Patricia Vickers	Policy Council St. Joseph Cty. Community Rep. <b>Vice Chairperson</b> - excused
Virginia Banda	Policy Council Representative - excused
Maria Garcia	Policy Council Representative
Cennie Pyburn	Policy Council Representative
Kassandra Proffitt	Policy Council Representative
Sande Schutz	Policy Council St. Joseph County Community Representative

**III. Approval of Minutes**

The motion for approval was made by Rev. Jackson and was seconded by Denise Maldonado. All were in favor.

**IV. Communication**

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

As included in packet.

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

Henry discussed that he's concerned with lack of attendance at the parent trainings, Dr. Guajardo will get with Damon Pittman the Parent Engagement Manager.

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

Met on Wednesday and they approved all items.

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

None at this time.

## **V. Action Agenda**

- 16-0921-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Dr. Tom Neat and was seconded by Tiana Webb. All were in favor.
- 16-0921-02 Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Denise Maldonado and was seconded by Rev. Jackson. All were in favor.
- 16-0921-03 Approval for the Amendment of the Employee Handbook**  
The motion for approval was made by Rev. Jackson and was seconded by Denise Maldonado. All were in favor.
- 16-0921-04 Approval of the Resubmission of the Early Head Start/Head Start Duration Grant**  
The motion for approval was made by Rev. Jackson and was seconded by Denise Maldonado. All were in favor.
- 16-0921-05 Approval to Request a Non-Federal Share Waiver for the Early Head Start Childcare Partnership Grant**  
The motion for approval was made by Denise Maldonado and was seconded by Tiana Webb. All were in favor.

## **VI. New Business and Reports**

Dr. Guajardo will get with Greg Robertson to see when we can have the changing of the guard due to the new Performance Standards. It was asked when we will be going to full day, Dr. Guajardo discussed that we are waiting on HHS.

## **VII. Adjournment**

Next meeting will be held on October 14, 2016 at noon. A motion for adjournment was made by Denise Maldonado and seconded by Tiana Webb. All were in favor. The meeting was adjourned at 1:28 p.m.

Submitted by:

Chris Gregorich