



Elkhart and St. Joseph Counties Head Start Consortium

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Dr. Kathy Guajardo, Executive Director

This institution is an equal opportunity provider

Baugo Community Schools
Concord Community Schools
Elkhart Community Schools
John Glenn School Corporation
Goshen Community Schools
Middlebury Community Schools
Penn-Harris-Madison
School City of Mishawaka
South Bend Community Schools
Union-North United Schools
Wa-Nee Community School

March 18, 2020

Regular Session – 9:00 A.M.

Consortium Board Meeting

I. Call to Order

The meeting was called to order by Dr. Jerry Thacker at 9:00 a.m. He then asked for roll call to be taken, we do have a quorum.

II. Roll Call

Present:	Dr. Jerry Thacker	PHM Community Schools - Chairperson
	Dr. Diane Woodworth	Goshen Community Schools – Vice Chairperson
	Jane Allen	Middlebury Community Schools
	Dr. Scot Croner	Wa-Nee Community Schools
	Byron Sanders	Baugo Community Schools
	Mitch Mawhorter	Union-North United Schools
	Dr. Denise Seger	Concord Community Schools – via phone
	Dr. C. Todd Cummings	South Bend Community School Corporation–via phone
	Kari Bone	Policy Council Parent Representative
	Dr. Kathy Guajardo	Head Start Executive Director
	Amy Fox	Attorney
	Gregg Hixenbaugh	HR Consultant
Absent:	Christopher Winchell	John Glenn Community Schools
	Sarah Hickle	Board Representative, School City of Mishawaka
	Sarita Stevens	Board Representative, Elkhart Community Schools

Also present at the meeting were Chris Gregorich, Head Start Operations Manager.

III. Public Speakers

None at this time.

IV. Adoption of the Agenda

The motion for approval to amend the agenda adding the Resolution regarding the Coronavirus was made by Dr. Scot Croner and was seconded by Byron Sanders. All were in favor. The motion for approval to adopt the agenda was made by Byron Sanders and was seconded by Dr. Diane Woodworth. All were in favor.

V. Approval of Minutes

The motion for approval was made by Dr. Scot Croner and was seconded by Dr. Diana Woodworth. All were in favor.

VI. Communication

A.) Executive Director’s Report

As reported in the packet. Dr. Thacker thanked Dr. Guajardo for helping children and families throughout these times.

B.) Policy Council Chairperson's Report

Kari stated they had meetings on March 13, 2020 and March 17, 2020 to discuss these items.

C.) Board Member's Communication

None at this time.

VII. Action Agenda

20-0318-01 Approval of Distribution of Payroll, Summary of Actual Expenditures

The motion for approval was made by Byron Sanders and was seconded by Dr. Diane Woodworth. All were in favor.

20-0318-02 Approval of Personnel Actions included in Human Resources Report

The motion for approval was made by Mitch Mawhorter and was seconded by Jane Allen. All were in favor.

20-0318-03 Approval of the Recruitment and Enrollment Plan for the 2020-2021 School Year

The motion for approval was made by Jane Allen and was seconded by Dr. Diane Woodworth. All were in favor.

20-0318-04 Approval to Submit the Early Head Start Child Care Partnership Grant for the funding Year beginning August 1, 2020 - July 31, 2021 to the Office of Head Start.

The motion for approval was made by Byron Sanders and was seconded by Mitch Mawhorter. All were in favor.

20-0318-05 Approval to Submit the Early Head Start/Head Start COLA Grant for the funding and to include retroactive amounts from November 1, 2019 to the current then become a permanent part of the base grant beginning November 1, 2020.

The motion for approval was made by Dr. Diane Woodworth and was seconded by Dr. Scot Croner. All were in favor.

20-0318-06 Approval to Submit the Early Head Start Child Care Partnership COLA Grant for the funding Year beginning August 1, 2020 - July 31, 2021 to the Office of Head Start

The motion for approval was made by Byron Sanders and was seconded by Mitch Mawhorter. All were in favor.

20-0318-07 Approval to Submit the Early Head Start/Head Start Quality Improvement Funding Grant for the funding Year beginning November 1, 2019 - October 31, 2020 to the Office of Head Start

The motion for approval was made by Dr. Diane Woodworth and was seconded by Mitch Mawhorter. All were in favor.

20-0318-08 Approval to Submit the Early Head Start Child Care Partnership Quality Improvement Funding Grant for the funding Year beginning August 1, 2020 - July 31, 2021 to the Office of Head Start

The motion for approval was made by Dr. C. Todd Cummings and was seconded by Byron Sanders. All were in favor.

20-0318-09 Approval to Conduct an Annual Board Election

The motion for approval to conduct the election was made by Jane Allen and was seconded by Dr. Scot Croner. Jane Allen was nominated for Chairperson and Chris Winchell was nominated for Vice Chairperson. The motion for approval was made by Mitch Mawhorter and was seconded by Byron Sanders. All were in favor.

20-0318-10 Approval of Resolution to Authorize Executive Director to Handle Work Disruption for Employees Impacted by Coronavirus

The Board approved the attached resolution, authorizing the Executive Director to take appropriate and necessary actions to mitigate the impact of any program closure on Consortium employees' salaries, wages, and wage-related fringe benefits and to take any other measures necessary to assist

employees as a result of circumstances related to COVID-19. The motion for approval was made by Byron Sanders and was seconded by Dr. Scot Croner. All were in favor.

VIII. Adjournment

The motion for adjournment was made by Dr. Scot Croner and was seconded Byron Sanders and the meeting was adjourned at 9:17 a.m.

Submitted by:
Chris Gregorich

**RESOLUTION OF THE JOINT BOARD OF DIRECTORS OF THE
ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM
AUTHORIZING EXECUTIVE DIRECTOR TO HANDLE WORK DISRUPTION FOR
EMPLOYEES IMPACTED BY CORONAVIRUS**

WHEREAS, the Novel Coronavirus (COVID-19) is impacting our region, state, and nation;

WHEREAS, the Joint Board will cooperate with the Elkhart and St. Joseph Counties Health Departments, the Indiana State Department of Health, and the U.S. Center for Disease Control in addressing the spread of COVID-19 to and through our community;

WHEREAS, employees of the Elkhart and St. Joseph Counties Head Start Consortium may have regular hours or work reduced or disrupted and the Joint Board desires to authorize the Executive Director to review the salary, wage, and wage-related fringe-benefit aspects of any disruption and act as necessary to provide assistance to impacted employees;

WHEREAS, in a publication issued on March 13, 2020, the Office of Head Start provided grantees additional flexibility in addressing the hardships caused by COVID-19 and directed grantees to continue to pay wages and provide benefits to staff who are unable to report to work during program closures necessary to address COVID-19;

NOW, THEREFORE, BE IT RESOLVED that the Joint Board directs the Executive Director to review the salary, wage, and wage-related fringe-benefit aspects of any disruption, including program closures;

BE IT FURTHER RESOLVED that the Joint Board authorizes the Executive Director to take any actions they deem appropriate and necessary to mitigate the impact any program closure has on salaries, wages, and wage-related fringe-benefits of Consortium employees;

BE IT FURTHER RESOLVED that the Joint Board authorizes the Executive Director and her administrative team to take any other measures the Executive Director deems necessary to assist employees as a result of other circumstances related to COVID-19; and

BE IT FURTHER RESOLVED that the Executive Director of the Elkhart and St. Joseph Counties Head Start Consortium is hereby authorized to take all actions necessary or desirable to carry out the intent of this resolution.

Approved by the Joint Board of Directors on this 18th day of March, 2020.