



Elkhart and St. Joseph Counties Head Start Consortium  
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Web Site: [www.headstartesj.com](http://www.headstartesj.com)  
Dr. Kathy Guajardo, Executive Director  
*This institution is an equal opportunity provider*

January 12, 2024

10:00 A.M.

**Policy Council Meeting – Virtual**

**I. Call to Order:**

The meeting was called to order at 10:04 a.m. by Ashley McCallum, Chairperson. The motion was made by Kariann Wogomon and was seconded by Jennifer Talboom. All were in favor.

**II. Roll Call**

Ashley requested the roll call be taken, we have no excused absences and we do have a quorum.

**III. Those present were:**

Ashley McCallum	Policy Council <b>Chairperson</b> – via zoom
Karla Canniff	Policy Council <b>Vice Chairperson</b> – via zoom
Denise Greer	Policy Council <b>Secretary</b> – via zoom, arrived at 10:15 am
Rhanda Brinkley	Policy Council Member – via zoom
Margaret Tam	Policy Council Member – via zoom
Jessica Borrego	Policy Council Member – via zoom, arrived at 10:39 am
Mariuska Yarimar Castro Vargas	Policy Council Member – via zoom
Kariann Wogomon	Policy Council Member – via zoom
Jennifer Talboom	Policy Council Member – via zoom
Dr. Tom Neat	Policy Council Elkhart County Member at Large – via zoom
Nicole Roeder-Chisholm	Policy Council St. Joseph County Member at Large – via zoom
Dr. Kathy Guajardo	Head Start Executive Director
Chris Gregorich	Head Start Business Manager – via zoom
Greg Robertson	Governance Consultant

**Those absent were:**

Selena Portillo	Policy Council Member
Alma Gomez Mora	Policy Council Member
Tiffany Conley	Policy Council Member
Yasmeen Burnett	Policy Council Member
Lafemme Wilson	Policy Council Member
Jocelynn Walker	Policy Council Member
Hope Holland	Policy Council Member

**IV. Approval of Minutes**

Dr. Neat stated the last meeting minutes reflected Science and Reading and it should be corrected to Science of Reading. The motion for approval on the minutes was made by Kariann Wogomon and was seconded by Jennifer Talboom. All were in favor.

**V. Communication**

- (A.) Executive Director’s Report**  
As included in packet.
- (B.) Policy Council Chairperson’s Report**  
None at this time.
- (C.) Board Member’s Communication**  
None at this time.

## Action Agenda

- 24-0117-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Kariann Wogomon and was seconded by Jennifer Talboom. All were in favor.
- 24-0117-02 Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Margaret Tam and was seconded by Karla Canniff. All were in favor.
- 24-0117-03 Approval to Request and Submit to the Office of Head Start the Carry-Over APPLICATION of the Early Head Start Child Care Partnership Grant**  
The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Jennifer Talboom. All were in favor.
- 24-0117-04 Approval to Request and Submit to the Office of Head Start the Carry-Over APPLICATION of the Early Head Start and Head Start Grant**  
The motion for approval was made by Dr. Tom Neat and was seconded by Kariann Wogomon. All were in favor.
- 24-0117-05 Approval to Request and Submit to the Office of Head Start a Carry-Over of funds for the CARES ACT for Early Head Start Childcare Partnership Grant**  
The motion for approval was made by Margaret Tam and was seconded by Karla Canniff. All were in favor.
- 24-0117-06 Approval to Conduct an Annual Self-Assessment for the Consortiums Head Start Programs**  
The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Jennifer Talboom. All were in favor.
- 24-0117-07 Approval to Prepare and Begin the Recruitment and Enrollment Process for the 2024-2025 School Year**  
The motion for approval was made by Jennifer Talboom and was seconded by Karla Canniff. All were in favor.
- 24-0117-08 Approval to Accept the Fiscal Policies and Procedures to be Added to the Current Fiscal Manual per the Recommendations and Findings from the State Board of Accounts**  
The motion for approval was made by Karla Canniff and was seconded by Nicole Roeder-Chisholm. All were in favor.
- 24-0117-09 Approval for Salary Increases for Staff who are not within the Wage Comparability Study Scale**  
The motion for approval was made by Jennifer Talboom and was seconded by Margaret Tam. All were in favor.

## VI. New Business and Reports

Greg Robertson trained the members on Self-Assessment. Greg also touched on how good it is to ask ourselves, what are some strengths and what are some weaknesses. Denise asked if the grant might be used to fix things like the fence around the playground at the South Side location. Dr. Guajardo did state that's what our goal is, and she'll look into it.

## VII. Adjournment

A motion for adjournment was made by Nicole Roeder-Chisholm and seconded by Karla Canniff. All were in favor. The meeting was adjourned at 11:22 a.m.

Submitted by:

Denise Greer  
Policy Council Secretary