



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

January 14, 2021

11:00 A.M.

Policy Council Meeting – Virtual

I. Call to Order

The meeting was called to order at 11:04 a.m. by Jackeline Cazarez, Chairperson.

II. Roll Call

Jackeline requested the roll call be taken, it was stated that we have no excused absences and we do have a quorum.

Those present were:

Jackeline Cazarez	Policy Council Chairperson
Jennifer Thode	Policy Council Vice Chairperson
Sarah Hunter	Policy Council Secretary
David Hancock	Policy Council Member
Jill Sheldon	Policy Council Member
Hali Dean	Policy Council Member
Alexis Theriot	Policy Council Member
Nancy Crump	Policy Council Member
Tina Gemmer	Policy Council Member
Kelly Gates	Policy Council Member
Brandi Dye	Policy Council Member
Dr. Tom Neat	Policy Council Elkhart County Member at Large
Dr. Kathy Guajardo	Head Start Executive Director
Chris Gregorich	Head Start Operations Manager

Those absent were:

Claudia Morales	Policy Council Member
Lykecha Thomas	Policy Council Member
Gabriela Del Real	Policy Council Member
Taylor Ferguson	Policy Council Member
Amber Wotring	Policy Council Member
Summer Melville	Policy Council Member
Kasandra Yobbe	Policy Council Member
Tiara Woods	Policy Council Member

III. Approval of Minutes

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

IV. 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

- 21-0120-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**
The motion for approval was made by David Hancock and was seconded by Kelly Gates. All were in favor.
- 21-0120-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by Kelly Gates and was seconded by Jennifer Thode. All were in favor.
- 21-0120-03 Approval for the Submission of the One Time Supplemental Grant for the renovations needed at Jimtown**
The motion for approval was made by David Hancock and was seconded by Jill Thode. All were in favor.
- 21-0120-04 Approval for a Non-Federal Match Waiver for the Supplemental Grant**
The motion for approval was made by Jill Thode and was seconded by Kelly Gates. All were in favor.
- 21-0120-05 Approval to Conduct the Annual Self-Assessment**
The motion for approval was made by Jill Thode and was seconded by Sarah Hunter. All were in favor.
- 21-0120-06 Approval to Submit all Federal Financial Reports to the Office of Head Start**
The motion for approval was made by David Hancock and was seconded by Kelly Gates. All were in favor.
- 21-0120-07 Approval to Allow the Grantee to Carry Over Funds Awarded Under the COVID 19 Grant that may be used to cover COVID costs within the Grant Cycle**
The motion for approval was made by Hali Dean and was seconded by Sarah Hunter. All were in favor.

V. New Business and Reports

None at this time. Next meeting February 12, 2021 at 10:00 a.m.

VI. Adjournment

A motion for adjournment was made by Hali Dean and seconded by Brandi Dye. All were in favor. The meeting was adjourned at 11:52 a.m.

Submitted by:

Sarah Hunter