



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

October 22, 2021

1:00 P.M.

Policy Council Meeting – Virtual

I. Call to Order

The meeting was called to order at 1:19 p.m. by Sarah Hunter, Secretary.

II. Roll Call

Sarah requested the roll call be taken, it was stated that we have two excused absences and we do have a quorum.

On September 17, 2021, the Chairperson was dismissed because of unexcused absences according to Article II Section 8 Vacancy or Removal of Member after roll call there was not chairman for the meeting. The Vice Chairperson had turned in her resignation on October 15, 2021. This facilitated a need to have an election for a Chairperson for this last remaining meeting of the Policy Council. Article III Section 1 Election of Officers calls for the training consultant to conduct an election, so Greg Robertson was added to the virtual meeting.

There was a motion on the floor for nominations for the Chairperson. Kelly Gates self nominated herself. Sarah Hunter will continue as Secretary. The ratification for Chairperson was for Kelly Gates and the council voted and it was unanimous. Kelly called the meeting to order at 1:35 p.m.

Those present were:

Sarah Hunter	Policy Council Secretary
Hali Dean	Policy Council Member
Gabriela Del Real	Policy Council Member
Kelly Gates	Policy Council Member
Nancy Crump	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
Greg Robertson	Governance Consultant

Those absent were:

Alexis Theriot	Policy Council Member
David Hancock	Policy Council Member
Tina Gemmer	Policy Council Member
Jill Sheldon	Policy Council Member - excused
Brandi Dye	Policy Council Member - excused
Claudia Morales	Policy Council Member
Lykecha Thomas	Policy Council Member

III. Approval of Minutes

The motion for approval was made by Dr Tom Neat and was seconded by Hali Dean. 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

21-0915-01 Approval of Distribution of Payroll, Summary of Actual Expenditures

The motion for approval was made by Hali Dean and was seconded by Sarah Hunter. All were in favor.

21-0915-02 Approval of Personnel Actions included in Human Resources Report

The motion for approval was made by Sarah Hunter and was seconded by Hali Dean. All were in favor.

21-0915-03 Approval of the Budget Revisions for Early Head Start/Head Start 2020-2021 Grant

The motion for approval was made by Sarah Hunter and was seconded by Hali Dean. All were in favor.

21-0915-04 Approval of the Expenditures and Closure of the Early Head Start/Head Start 2020-2021 Grant

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

21-0915-05 Approval to Carry-over Funds from Early Head Start Childcare Partnership 2020-2021 Grant

The motion for approval was made by Nancy Crump and was seconded by Sarah Hunter. All were in favor.

21-0915-06 Approval of the Transportation Policy

The motion for approval was made by Gabriela Del Real and was seconded by Sarah Hunter. All were in favor.

21-0915-07 Approval of the Compensation Policy

The motion for approval was made by Hali Dean and was seconded by Sarah Hunter. All were in favor.

21-0915-08 Approval to Conduct an Annual Audit as Identified by the State Board of Accounts or their Recommendations

The motion for approval was made by Sarah Hunter and was seconded by Gabriela Del Real. All were in favor.

21-0915-09 Approval to Payout Grantee Staff who have PTO Time Left and Not Able to Access it (due to COVID coverage)

The motion for approval was made by Gabriela Del Real included to Pay PTO to all Consortium Staff and was seconded by Sarah Hunter. All were in favor.

V. New Business and Reports

None at this time, but it will be this councils last meeting. We would like to celebrate but just not sure how, either meet in person or send something in the mail, so we'll determine that and let everyone know. Dr. Guajardo thanked everyone for serving on the Policy Council this school year.

VI. Adjournment

A motion for adjournment was made by Sarah Hunter and seconded by Dr. Tom Neat. All were in favor. The meeting was adjourned at 2:06 p.m.

Submitted by:

Chris Gregorich