



Elkhart and St. Joseph Counties Head Start Consortium  
245 North Lombardy, Door 1, South Bend, IN 46619  
Office Phone: (574) 393-5864 Fax: (574) 283-8108  
Web Site: [www.headstartesj.com](http://www.headstartesj.com)  
Dr. Kathy Guajardo, Executive Director  
*This institution is an equal opportunity provider*

November 16, 2022

10:30 A.M.

### Policy Council Meeting – In Person/Virtual

#### I. Call to Order

The meeting was called to order at 10:36 a.m. by Patrick Howard, Chairperson. It was stated the secretary position is vacant and Patrick asked for a motion for Chris Gregorich to be the acting secretary for this meeting. The motion was made by Dr. Tom Neat and was seconded by Kayla Schonebeck. All were in favor.

#### II. Roll Call

Patrick requested the roll call be taken, we have one excused absence and we do have a quorum.

##### Those present were:

Patrick Howard	Policy Council <b>Chairperson</b> – in person
Reyna Gutierrez	Policy Council <b>Vice Chairperson</b> – virtual joined at 11:11 am
Tiffany Cruz	Policy Council Member – virtual – left the meeting at 10:40 am
Angel Abshire	Policy Council Member - virtual
Latifah Gillam	Policy Council Member - virtual
Kayla Schonebeck	Policy Council Member – in person
Dr. Tom Neat	Policy Council Elkhart County Member at Large – in person
Dr. Kathy Guajardo	Head Start Executive Director – in person
Chris Gregorich	Head Start Business Manager – in person

##### Those absent were:

Coorrie Neal	Policy Council Member - excused
Stacey Hayden	Policy Council Member
Dominique Smith	Policy Council Member
Nikkyhia Gilchrist	Policy Council Member
Antwonia Collier	Policy Council Member
Daliyah Harrison	Policy Council Member

#### III. Approval of Minutes

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

#### IV. Communication

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

As included in packet.

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

Patrick discussed that the board meeting was this morning as well with the same agenda items.

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

Dr. Guajardo said she was proud of Patrick being on the Policy Council and the Board. This morning at the board meeting he was the acting Chairperson due to the Chair and Vice Chairperson being absent, he did an excellent job on both committees.

## Action Agenda

- 22-1116-01      Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Angel Abshire and was seconded by Kayla Schonebeck. All were in favor.
- 22-1116-02      Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Angel Abshire and was seconded by Kayla Schonebeck. All were in favor.
- 22-1116-03      Approval to Request and Submit to the Office of Head Start a Carry-Over of the Early Head Start Child Care Partnership Grant**  
The motion for approval was made by Angel Abshire and was seconded by Kayla Schonebeck. All were in favor.
- 22-1116-04      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 Dr. Tom Neat and was seconded by Kayla Schonebeck. All were in favor.
- 22-1116-05      Approval to Request for a Non-Federal Share Waiver for Early Head Start Childcare Partnership Program**  
The motion for approval was made by Angel Abshire and was seconded by Kayla Schonebeck. All were in favor.
- 22-1116-06      Approval to Request to Submit a Waiver to the Office of Head Start for Providing Less than 10% of Services to Children with Disabilities Enrolled in the Early Head Start Childcare Partnership Program**  
The motion for approval was made by Angel Abshire and was seconded by Kayla Schonebeck. All were in favor.

### V. New Business and Reports

Dr. Guajardo wanted to thank everyone for serving on the Policy Council. You are a critical piece of the Head Start programs and I wished everyone well in the future. Dr. Neat thanked Dr. Guajardo for her work and stated you really make a difference in the families lives.

### VI. Adjournment

A motion for adjournment was made by Angel Abshire and seconded by Dr. Tom Neat. All were in favor. The meeting was adjourned at 11:12 a.m.

Submitted by:

Chris Gregorich