



Elkhart and St. Joseph Counties Head Start Consortium  
245 North Lombardy Drive, 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*

May 18, 2021

11:00 A.M.

### Policy Council Meeting – Virtual

#### I. Call to Order

The meeting was called to order at 11:07 a.m. by Jennifer Thode, Vice Chairperson.

#### II. Roll Call

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

##### Those present were:

Jennifer Thode	Policy Council <b>Vice Chairperson</b>
Hali Dean	Policy Council Member
Nancy Crump	Policy Council Member
Tina Gemmer	Policy Council Member
Kelly Gates	Policy Council Member
Brandi Dye	Policy Council Member
Alexis Theriot	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:

Jackeline Cazarez	Policy Council <b>Chairperson</b>
Sarah Hunter	Policy Council <b>Secretary</b> - excused
Gabriela Del Real	Policy Council Member - excused
Claudia Morales	Policy Council Member
David Hancock	Policy Council Member - excused
Lykecha Thomas	Policy Council Member - excused
Jill Sheldon	Policy Council Member

#### III. Approval of Minutes

The motion for approval was made by Dr. Tom Neat and was seconded by Brandi Dye. 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

Dr. Guajardo stated the board met in March, Jane Allen stepped down from Chairperson. She will be retiring in June and at tomorrow's board meeting we will be celebrating her retirement.

## Action Agenda

- 21-0519-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Kelly Gates and was seconded by Brandi Dye. All were in favor.
- 21-0519-02 Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Kelly Gates and was seconded by Hali Dean. All were in favor.
- 21-0519-03 Approval of the Consortium Programs Service Area Plans and Policies and Procedures for Content Areas, and Request to Adjust Accordingly**  
The motion for approval was made by Dr. Tom Neat and was seconded by Brandi Dye. All were in favor.
- 21-0519-04 Approval to Explore Health Care Bids for Consortium Employees**  
The motion for approval was made by Hali Dean and was seconded by Brandi Dye. All were in favor.
- 21-0519-05 Approval for the Wage Comparability Study**  
The motion for approval was made by Kelly Gates and was seconded by Hali Dean. All were in favor.
- 21-0519-06 Approval of the (Tentative) 2021-2022 School Calendar**  
The motion for approval was made by Kelly Gates and was seconded by Hali Dean. All were in favor.
- 21-0519-07 Approval of the Organizational Chart for the Early Head Start, Early Head Start Community Childcare Partnership, and Head Start Grantee**  
The motion for approval was made by Dr. Tom Neat and was seconded by Brandi Dye. All were in favor.
- 21-0519-08 Approval for the Amendment of the Employee Handbook**  
The motion for approval was made by Brandi Dye and was seconded by Hali Dean. All were in favor.
- 21-0519-09 Approval for the Finance Policy Regarding Financial Compensation to Staff as Part of the Post Covid Cares Act and America Rescue Plan Act of 2021**  
The motion for approval was made by Hali Dean and was seconded by Kelly Gates. All were in favor.
- 21-0519-10 Approval to Purchase or Lease a Vehicle for ERSEA Needs**  
The motion for approval was made by Hali Dean and was seconded by Brandi Dye. All were in favor.
- 21-0519-11 Approval for the Submission of the Head Start and Early Head Start Refunding Application due August 1, 2021**  
The motion for approval was made by Hali Dean and was seconded by Brandi Dye. All were in favor.
- 21-0519-12 Approval to Move Forward with Minor Renovations at the St. Patrick's School**  
The motion for approval was made by Hali Dean and was seconded by Kelly Gates. All were in favor.
- 21-0519-13 Approval to Allow the Grantee to Carry-Over Funds from the Cares Act (COVID19) Grant for the Early Head Start, Early Head Start Childcare Partnership, and Head Start Programs**  
The motion for approval was made by Kelly Gates and was seconded by Hali Dean. All were in favor.

- 21-0519-14 Approval of the Potential Contractors/Vendors for Training for the 2021-2022 School Year**  
The motion for approval was made by Hali Dean and was seconded by Brandi Dye. All were in favor.
- 21-0519-15 Approval for the Annual Report for Fiscal Year 2020 and to Distribute the Report to the Public**  
The motion for approval was made by Brandi Dye and was seconded by Kelly Gates. All were in favor.
- 21-0519-16 Approval of the Recruitment and Enrollment Plan for the 2021-2022 School Year to include Possible Conversion of Funded Slots**  
The motion for approval was made by Dr Tom Neat and was seconded by Brandi Dye. All were in favor.

**V. New Business and Reports**

None at this time, the next meeting will be in person and tentatively will be scheduled for June 11, 2021.

**VI. Adjournment**

A motion for adjournment was made by Brandi Dye and seconded by Kelly Gates. All were in favor. The meeting was adjourned at 11:53 a.m.

Submitted by:

Chris Gregorich