



Elkhart and St. Joseph Counties Head Start Consortium  
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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 6, 2022

12:00 P.M.

### Policy Council Meeting – In Person/Virtual

#### I. Call to Order

The meeting was called to order at 12:07 p.m. by Patrick Howard, Chairperson. It was stated the secretary was absent and Patrick asked for a motion to vote for an acting secretary for this meeting. Stacey Hayden nominated herself to be the acting secretary. The motion was made by Stacey Hayden and was seconded by Tiffany Cruz. Mr. Howard asked for a voice vote to ratify Ms. Hayden and she was approved.

#### II. Roll Call

Patrick requested the roll call be taken, it was stated that we do have a quorum.

##### Those present were:

Patrick Howard	Policy Council <b>Chairperson</b> - virtual
Reyna Gutierrez	Policy Council <b>Vice Chairperson</b> - virtual
Tiffany Cruz	Policy Council Member - virtual
Tajamie McNeal	Policy Council Member - virtual
Angel Abshire	Policy Council Member - virtual
Stacey Hayden	Policy Council Member - virtual
Antwonia Collier	Policy Council Member - virtual@12:20 pm
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
Greg Robertson	Governance Consultant - virtual

##### Those absent were:

Elaiyh Pruitt	Policy Council <b>Secretary</b>
Emily Nissen	Policy Council Member
Taylor Ferguson	Policy Council Member
Nubia Altamirando	Policy Council Member
Coorrie Neal	Policy Council Member
Latifah Gillam	Policy Council Member
Kayla Schonebeck	Policy Council Member
Dominique Smith	Policy Council Member
Nikkyhia Gilchrist	Policy Council Member
Unique Holmes	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**

Mr. Howard discussed that at the last meeting there was a discussion of creating an Assistant Director's position. Dr. Guajardo explained that with the constant demands with the program she needs assistance.

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

None at this time.

#### Action Agenda

- 22-0518-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Stacey Hayden and was seconded by Tiffany Cruz. All were in favor.
- 22-0518-02 Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Tiffany Cruz and was seconded by Stacey Hayden. All were in favor.
- 22-0518-03 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 Angel Abshire and was seconded by Tiffany Cruz. All were in favor.
- 22-0518-04 Approval for the Submission of the Early Head Start and Head Start COLA Grant**  
The motion for approval was made by Stacey Hayden and was seconded by Tiffany Cruz. All were in favor.
- 22-0518-05 Approval for the Submission of the Early Head Start Community Childcare Partnership COLA Grant**  
The motion for approval was made by Angel Abshire and was seconded by Tiffany Cruz. All were in favor.
- 22-0518-06 Approval of the (Tentative) 2022-2023 School Calendar**  
The motion for approval was made by Tiffany Cruz and was seconded by Antwanita Collier. All were in favor.
- 22-0518-07 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 Tajamie McNeal. All were in favor.
- 22-0518-08 Approval for the Amendment of the Employee Handbook**  
The motion for approval was made by Stacey Hayden and was seconded by Angel Abshire. All were in favor.
- 22-0518-09 Approval for the Submission of the Head Start and Early Head Start Refunding Application due August 1, 2022**  
The motion for approval was made by Angel Abshire and was seconded by Tiffany Cruz. All were in favor.
- 22-0518-10 Approval to Move Forward with Minor Renovations at the Jimtown North School**  
The motion for approval was made by Dr. Tom Neat and was seconded by Angel Abshire. All were in favor.

- 22-0518-11 Approval of the Potential Contractors/Vendors for Training for the 2022-2023 School Year**  
The motion for approval was made by Stacey Hayden and was seconded by Tajamie McNeal. All were in favor.
- 22-0518-12 Approval for the Annual Report for Fiscal Year 2021 and to Distribute the Report to the Public**  
The motion for approval was made by Tiffany Cruz and was seconded by Antwania Collier. All were in favor.
- 22-0518-13 Approval of the Recruitment and Enrollment Plan for the 2022-2023 School Year to include Possible Conversion of Funded Slots**  
The motion for approval was made by Stacey Hayden and was seconded by Dr. Tom Neat. All were in favor.
- 22-0518-14 Approval to Submit the Goals and Objectives Document with Updated Information to be Included in the Funding Application for the Early Head Start and Head Start Programs**  
The motion for approval was made by Angel Abshire and was seconded by Antwania Collier. All were in favor.

**V. New Business and Reports**

Policy Council training will be postponed for now.

**VI. Adjournment**

A motion for adjournment was made by Angel Abshire and seconded by Antwania Collier. All were in favor. The meeting was adjourned at 12:54 p.m.

Submitted by:

Stacey Hayden