



Elkhart and St. Joseph Counties Head Start Consortium
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Web Site: www.headstartesj.com
Dr. Kathy Guajardo, Executive Director
This institution is an equal opportunity provider

September 13, 2024

10:00 A.M.

Policy Council Meeting – In Person/Virtual

I. Call to Order:

The meeting was called to order at 10:07 a.m. by Ashley McCallum, Chairperson. Ashley asked if anyone would like to volunteer to be the secretary for the meeting. Jennifer Talboom volunteered, all were in agreement. The motion was made by Jennifer Talboom and was seconded by Ashley McCallum. All were in favor.

II. Roll Call

Ashley requested the roll call be taken, we have two excused absences and we do have a quorum.

III. Those present were:

Ashley McCallum	Policy Council Chairperson – in person
Margaret Tam	Policy Council Member – via zoom
Jessica Borrego	Policy Council Member – via zoom
Mariuska Yarimar Castro Vargas	Policy Council Member – via zoom
Kariann Wogomon	Policy Council Member – via zoom
Jennifer Talboom	Policy Council Member – in person
Dr. Tom Neat	Policy Council Elkhart County Member at Large – in person
Nicole Roeder-Chisholm	Policy Council St. Joseph County Member at Large – in person, arrived at 10:18 a.m.
Dr. Kathy Guajardo	Head Start Executive Director – in person
Chris Gregorich	Head Start Business Manager – via zoom
Greg Robertson	Governance Consultant – in person

Those absent were:

Karla Canniff	Policy Council Vice Chairperson
Denise Greer	Policy Council Secretary – excused
Rhanda Brinkley	Policy Council Member – excused
Alma Gomez Mora	Policy Council Member
Tiffany Conley	Policy Council Member
Yasmeen Burnett	Policy Council Member

IV. Approval of Minutes

The motion for approval on the minutes was made by Dr. Tom Neat and was seconded by Margaret Tam. All were in favor.

V. 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

- 24-0918-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**
The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Margaret Tam. All were in favor.
- 24-0918-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Margaret Tam. All were in favor.
- 24-0918-03 Approval of the Corrective Action Plan Update**
The motion for approval was made by Margaret Tam and was seconded by Nicole Roeder-Chisholm. All were in favor.
- 24-0918-04 Approval of the Request for a Non-Federal Share Waiver for All the Consortium Grants, 05HP000285 Early Head Start CCP, 05CH01124905 for Early Head Start and Head Start**
The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Margaret Tam. All were in favor.
- 24-0918-05 Approval of the Request to Submit a Supplemental Grant**
The motion for approval was made by Dr. Tom Neat and was seconded by Margaret Tam. All were in favor.
- 24-0918-06 Approval of the Request to Submit the Funding Application for the DRS Competition**
The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Margaret Tam. All were in favor.
- 24-0918-07 Approval to Amend (Temporarily) the Paid PTO day Policy**
The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Margaret Tam. All were in favor.
- 24-0918-08 Approval to Request and Submit to the Office of Head Start a Carry-over Application for the Early Head Start and Head Start Grant for 2023-2024**
The motion for approval was made by Margaret Tam and was seconded by Kariann Wogomon. All were in favor.
- 24-0918-09 Approval for the Revised Code of Conduct**
The motion for approval was made by Margaret Tam and was seconded by Nicole Roeder-Chisholm. All were in favor.

VI. New Business and Reports

There was discussion that a waitlisted postcard for her child wasn't received and they haven't moved, Dr. Guajardo stated she will look into it.

VII. Adjournment

The meeting was adjourned at 10:51 a.m.

Submitted by:

Jennifer Talboom
Policy Council Acting Secretary