



Elkhart and St. Joseph Counties Head Start Consortium
245 North Lombardy Drive, Door 1
South Bend, IN 46619
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Web Site: www.headstartesj.com
Dr. Kathy Guajardo, Executive Director
This institution is an equal opportunity provider

September 17, 2021

11:00 A.M.

Policy Council Meeting – Virtual

I. Call to Order

The meeting was called to order at <> a.m. by Jennifer Thode, Vice Chairperson.

II. Roll Call

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

Those present were:

Jennifer Thode	Policy Council Vice Chairperson
Sarah Hunter	Policy Council Secretary
David Hancock	Policy Council Member
Gabriela Del Real	Policy Council Member
Alexis Theriot	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

Those absent were:

Hali Dean	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 <> and was seconded by <>. 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 <> and was seconded by <>. All were in favor.
- 21-0915-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by <> and was seconded by <>. 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 <> and was seconded by <>. 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 <> and was seconded by <>. 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 <> and was seconded by <>. All were in favor.
- 21-0915-06 Approval of the Transportation Policy**
The motion for approval was made by <> and was seconded by <>. All were in favor.
- 21-0915-07 Approval of the Compensation Policy**
The motion for approval was made by <> and was seconded by <>. 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 <> and was seconded by <>. 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 <> and was seconded by <>. All were in favor.
- 21-0915-10 Approval of a Policy to Support the Biden Administration for Head Start Employees Regarding COVID Health Strategies and Reentry Schools Plan**
The motion for approval was made by <> and was seconded by <>. All were in favor.

V. New Business and Reports

Next meeting tentative for <> at 11:00 a.m., virtual.

VI. Adjournment

A motion for adjournment was made by <> and seconded by <>. All were in favor. The meeting was adjourned at <> a.m.

Submitted by:

Sarah Hunter