



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
Dr. Kathy Guajardo, Executive Director
This institution is an equal opportunity provider

September 23, 2022

12:00 P.M.

Policy Council Meeting – In Person/Virtual

I. Call to Order

The meeting was called to order at 12:38 p.m. by Patrick Howard, Chairperson. It was stated the secretary position is vacant and Patrick asked for a motion to vote for an acting secretary for this meeting. Daliyah Harrison was nominated to be the acting secretary. The motion was made by Dr. Tom Neat and was seconded by Tiffany Cruz. All were in favor.

II. Roll Call

Patrick requested the roll call be taken, we have 5 excused absence and we do have a quorum.

Those present were:

Patrick Howard	Policy Council Chairperson – in person
Reyna Gutierrez	Policy Council Vice Chairperson – virtual
Tiffany Cruz	Policy Council Member - virtual
Daliyah Harrison	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
Greg Robertson	Head Start Governance Consultant - virtual

Those absent were:

Coorrie Neal	Policy Council Member - excused
Angel Abshire	Policy Council Member - excused
Stacey Hayden	Policy Council Member - excused
Kayla Schonebeck	Policy Council Member - excused
Dominique Smith	Policy Council Member - excused
Latifah Gillam	Policy Council Member
Nikkyhia Gilchrist	Policy Council Member
Antwiania Collier	Policy Council Member

III. Approval of Minutes

The motion for approval was made by Dr. Tom Neat and was seconded by Tiffany Cruz. 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, the last board meeting was July 26, no meeting since then.

(C.) Board Member's Communication

None at this time.

Action Agenda

- 22-0921-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**
The motion for approval was made by Dr. Tom Neat and was seconded by Reyna Gutierrez. All were in favor.
- 22-0921-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by Daliyah Harrison and was seconded by Tiffany Cruz. All were in favor.
- 22-0921-03 Approval to Purchase or Lease a Vehicle for Consortium Needs**
The motion for approval was made by Tiffany Cruz and was seconded by Reyna Gutierrez. All were in favor.
- 22-0921-04 Approval to Amend (Temporarily) the Paid PTO Day Policy**
The motion for approval was made by Reyna Gutierrez and was seconded by Tiffany Cruz. All were in favor.
- 22-0921-05 Approval of the COVID PTO Days Paid Out**
The motion for approval was made by Tiffany Cruz and was seconded by Dr. Tom Neat. All were in favor.
- 22-0921-06 Approval to Provide a Stipend for the Business Manager for Additional Responsibilities**
The motion for approval was made by Dr. Tom Neat and was seconded by Tiffany Cruz. All were in favor.
- 22-0921-07 Approval for Staff Incentives for Retentions and Recruitment Bonuses**
The motion for approval was made by Tiffany Cruz and was seconded by Reyna Gutierrez. All were in favor.

V. New Business and Reports

None at this time.

VI. Adjournment

A motion for adjournment was made by Reyna Gutierrez and seconded by Tiffany Cruz. All were in favor. The meeting was adjourned at 1:08 p.m.

Submitted by:

Daliyah Harrison