

# Policy Council Minutes

November 14, 2008

9:00 A.M.

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in a transitional session on Friday, November 14, 2008 at the Lafayette Center.

## **Those present:**

Heather Saunders, Lafayette, Secretary  
Dwight Noble, LaVille  
Janine Larkin – Twin Branch  
Nikki (Nicole) Kyle, Middlebury  
Pastor Greg Robertson – Parliamentarian  
Chris Gregorich – Executive Secretary  
Kathy Guajardo – Executive Director  
Regin Johnson – Information Technology Consultant

## **Those absent:**

Richard Darling, Woodview, Chairperson  
Maribel Romero, Waterford, Vice Chairperson  
Brandy Trosper, Jimtown  
Jasmin Torres, Beardsley  
Jody Auer, Walkerton  
Sherri Lovings, Roosevelt  
Lorena Rojas, West Side  
Misty Mraz, Bristol  
Tanya Plencner, Liberty

The parliamentarian indicated in the absence of the Chairperson and Vice Chairperson, the Secretary automatically becomes the presiding officer and assumes the office of Chairperson.

The parliamentarian also indicates upon the Secretary's assumption of the office of Chairperson, another member of the Council may be secured to fulfill the minute taking responsibilities for that meeting by way of motion and consent.

## **Call to Order:**

The meeting came to order at 9:26 AM.

A motion to secure Dwight Noble to take minutes and perform other duties entrusted to the Secretary was made by Janine Larkin, and seconded by Nikki Kyle. The motion was unanimously carried.

## **Roll Call:**

Roll Call was taken by Dwight Noble. A quorum was met for the purpose of conducting business.

## **Approval of Minutes:**

A motion to approve the minutes as included in the packet was made by Janine Larkin, seconded by Dwight Noble. Discussion clarified that the minutes were for September, and that there was no October meeting. Motion was carried by a unanimous vote.

## **Communications:**

### Executive Director's Report

Kathy Guajardo's information is enclosed with the packet and she discussed the following:

- The program was fully enrolled for the month of May with 1020 students.
- Attendance has been at 97% this year.
- State of Indiana asked effective August 1 Head Start take ownership to report all meals in South Bend
- New mealtime monitoring was summarized
- New mandate to report credit card reimbursement
- Child Plus program reporting errors and corresponding corrective measures described
- Described new monitoring forms implemented this year
- Brought attention to improvements made along with FACS reduction and centralizing of data processing
- Communicated about meeting with Congressman Donnelly to solicit increased funding for growing needs
- Open enrollment drew over 100 applicants in a day
- Plan for homeless student initiatives
- Review of remaining reports included in packet

## **Chairperson and Board Member Reports:**

There were no policy council chairperson's report or board member's communications, as those people were absent.

## **Action Agenda:**

Director presented summary of Personnel Actions from Human Resources Report.

Chair called for motion to approve of Personnel Actions included in Human Resources Report.

Janine Larkin so moved, and Nikki Kyle second. Passed unanimously.

Questions and discussion ensued during the Director's review of Distribution of Payroll and Summary of Actual Expenditures. After inquiries were satisfied, chair called for motion to approve Distribution of Payroll, Summary of Actual Expenditures. Dwight Noble so moved, Nikki Kyle second. Passed unanimously.

Director makes announcement of reimbursement grant available for expenses incurred in attending the Dual Language Institute as detailed in packet. Chair calls for motion to approve action on Dual Language Institute Grant for Reimbursement. Nikki Kyle so moved, Janine Larkin second. Passed unanimously.

There was no new business brought to the table.

**Adjournment:**

The chair invites a motion for adjournment. Dwight Noble so moves, Nikki Kyle second. Passed unanimously and the meeting adjourned at 10:18 A.M.

# Council Minutes

November 14, 2008

11:15 A.M.

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in a regular session on Friday, November 14, 2008 at the Lafayette Center.

## **Those present:**

Todd Lewis, Liberty  
Nicole Kyle, Community Rep Middlebury  
Mariana Strizheus, Model Goshen  
Kim Wagner, Lafayette  
Kisha Hoover, FACS Nuner  
Lakia Simmons, Nuner  
Traci Johnson, Bristol  
Frank Miller, WoodView  
Matt Miller, Elsie Rodgers  
Janine Larkin, Twin Branch  
Chris Gregorich, Executive Secretary  
Rose Cox, FACS Middlebury  
Betty Howell, FACS Goshen/Model & Waterford  
Martha Castro, FACS Jintown West Side, South Side  
Colleen Baten, FACS Lafayette  
Jennifer Ivory, FACS Lafayette  
Gerry Manns, FACS Lafayette  
Veridiana Cavalcante, FACS Bristol and Roosevelt  
Pat Minnick, FACS LaVille, Walkerton, Woodview  
Brian Wells, FACS Twin Branch, Liberty and Elsie Rodgers  
Maria McComish, FACS Daly, Beardsley and Roosevelt  
Jamie Hunt, Middlebury  
Kathy Guajardo – Executive Director  
Regin Johnson - Information Technology Consultant  
Pastor Greg Robertson – Training Consultant - \*Parliamentarian

## **Call to Order:**

The meeting came to order at 11:15 A.M.

Kathy Guajardo, Executive Director, introduces Pastor Greg Robertson, and describes his credentials as a policy trainer. She turns the meeting over to Pastor Greg, serving as Parliamentarian, to direct the election.

Explains that item #6 was not fulfilled because October meeting was not held. This meeting met the subsequent description of the meeting in which officers would be elected. Upon the absence of the previous term's Chairperson to conduct the election, the council consented to the parliamentarian conducting the election of the new Chairperson by secret ballot. He explains the role of the chairperson, and explains voting procedure.

## **Election of Officers:**

Nominations received for Chairperson: Frank Miller, Traci Johnson and Kim Wagner

After ballots were collected, Kathy Guajardo calls for a point of order to dismiss the vote of Nicole Kyle who is not a member of the Policy Council at that time.

Frank Miller was elected Chairperson in the first ballot by simple majority.

Chairman Frank Miller defers conducting the remaining two elections to the Parliamentarian.

Nominations received for Vice-Chairperson: Matt Miller, Lokia Simmons, Kim Wagner and Traci Johnson. Lokia Simmons was elected Vice-Chairperson in the first ballot by simple majority.

Nominations received for Secretary: Traci Johnson, Kim Wagner and Janine Larkin.

Janine Larkin was elected Secretary in the first ballot by simple majority.

### **Action Agenda:**

The Parliamentarian describes the ratification of a community representative as the first order of business by the new Policy Council.

The Parliamentarian explains the procedure of making motion. He yields to Nikki Kyle to explain her interest in serving as a community representative.

A question on the floor clarifies the lifetime service on the Policy Council limited to maximum three years whether as a parent or community representative.

The Chairman asks for a motion to ratify Nikki Kyle as a community representative on the policy council. The motion was made by Janine Larkin and seconded by Matt Miller. After discussion regarding the maximum eligible terms, the vote was unanimously affirmative.

### **Adjournment:**

The Chair asks for a motion to adjourn. The motion was made by Jamie Hunt and seconded by Janine Larkin. All were in favor and the meeting adjourned at 12:05 P.M.