

Lucas County Head Start at GLCAP

Policy Committee

November 13th, 2024

Call to Order

Michelle Rodriguez, PFCE Specialist call the meeting to order at 5:39 pm.

Roll Call

Michelle Rodriguez took roll call

Policy Committee Member Attendance

| | | | |
|----------------------------|-----------|------------|---------|
| Bancroft Parent Rep | Makayla | Sasse | Absent |
| Bancroft Parent Rep | Jessica | Drinkwater | Absent |
| Sylvania Parent Rep | Stephanie | Gandarilla | Present |
| Sylvania Parent Rep | Fiona | Cataline | Present |
| Child Care Contract Rep | Alisha | Carter | Present |
| Child Care Contract Rep | Vacant | | |
| Lucas County Community Rep | Vacant | | |
| Lucas County Community Rep | Jalon | Fry | Absent |
| Toledo Public Schools Rep | Janine | Williams | Absent |

Quorum was met

Agenda

- Adoption of the Agenda

It was motioned to adopt the agenda by Alisha Carter and seconded by Stephanie Gandarilla. Motion carried

Minutes

- Approval of minutes from The Policy Committee Meeting on June 12th, 2024

It was motioned by Fiona Cataline and seconded by Alisha Carter that the Policy Committee accepts the minutes from the June 12th, 2024, meeting with no corrections. Motion carried.

Correspondence

- Michelle Rodriguez reviewed the Information Memorandum and Program Instructions regarding the Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming.

Financial Report

- Michelle Rodriguez reviewed the financial report for members to discuss.

Management Information Report (MIS)

- EOM Enrollment
- Duration Enrollment
- CCC Enrollment
- Children with Disabilities

- Over Income Children

Director’s Report

- Monthly Report to Policy Council and Board of Directors, with Information Memorandum and Program Instructions
- Credit Card Summary/Statements
- Agency Audit Report
- GLCAP Annual Report

Minutes

- Approval of minutes from The Policy Committee Executive Meeting on July 30th, 2024

It was motioned by Alisha Carter and seconded by Stephanie Gandarilla that the Policy Committee accepts the minutes from the July 30th, 2024, meeting with no corrections. Motion carried.

GLCAP Board Report

- Michelle Rodriguez reviewed the board report for members to discuss.

Program Component Reports

- Michelle Rodriguez completed the USDA CACFP Civil Rights training for members.

New Business

- Approval of New Hires and Terminations – Alisha Carter motioned to approve the New Hires and Terminations Fiona Cataline seconded the motion. Motion carried.
- Approval of the GLCAP Policy Revision – Alisha Carter motioned to approve the GLCAP Policy Revision Stephanie Gandarilla seconded the motion. Motion carried.
- Approval of the Lucas Disability Waiver – Alisha Carter motioned to approve the Lucas disability wavier Stephane Gandarilla seconded the motion. Motion carried.

| <i>Lucas County Head Start at GLCAP Disability Waiver</i> | |
|---|---|
| Funding Source | Department of Health and Human Services, Office of Head Start |
| Amount | N/A |
| Program Period | December 1, 2023 — November 30, 2024 |
| Statement of Work | To submit a waiver excusing the Lucas County Head Start at GLCAP program from serving the required 10% of children with disabilities during the 2023-2024 program year. GLCAP served 16 children with disabilities out of the 179 enrolled or 9% of total enrolled. |
| Geography of Service Area | Lucas County |
| Numbers to be Served | N/A |

Budget - N/A

- Michelle Rodriguez reviewed the Lucas County Head Start School Readiness Outcomes for members to discuss.
- Michelle Rodriguez completed the Parliamentary Mini Training – Duties of Officers training for members.
- Michelle Rodriguez presented the new Head Start Performance Standards video for members.
- Election of Officers – Michelle Rodriguez reviewed duties of Policy Committee Officers and held elections. Alisha Carter was nominated and elected to president, no other nominations. Fiona Cataline was nominated and elected to vice-president, no other nominations. Stephanie Gandarilla was nominated and elected to secretary/treasurer, no other nominations.

Fiona Cataline motioned to approve the Election of Officers and Representative; Alisha Carter seconded the motion. Motion carried.

- Appointment of Committees – All members of Policy Committee volunteered to be on the Bylaw Committee, the Grant Planning Committee, and the Early Childhood Development and Health Services Committee.

Appointment of Committees – Fiona Cataline motioned to approve the appointment of committees Alisha Carter seconded the motion. Motion carried.

Next Meeting Wednesday, February 5th, 2025 at 5:30 p.m.

It was motioned by Stephanie Gandarilla to adjourn the meeting and seconded by Alisha Carter. Motion Carried. Michelle Rodriguez adjourned the meeting at 6:27 pm.

Respectfully Submitted,



Michelle Rodriguez
Parent, Family, Community Engagement Specialist