

GLCAP MSHS Policy Council Minutes
April 8, 2025

GLCAP MSHS Policy Council conducted their meeting virtually on April 8, 2025, through TEAMS and phone conferencing.

ICE BREAKER

Joan welcomed all attending. Veronica Muniz conducted an ice breaker; attendee introductions were made.

CALL TO ORDER

Joan Oliver called the meeting to order at 6:10 p.m.

ROLL CALL

Jill Butzin took roll call:

MSHS Policy Council Member Attendance			
Center	First Name	Last Name	Attendance
Fremont	Heatherly	O'Connor	Present
New Carlisle	Celia	Ruiz	Present
New Carlisle	Viviana	Gutierrez	Present
Shiloh	Vacant		
Shiloh	Araceli	Huerta	Present
Napoleon	Martha	Antonio Lorenzo	Excused
Community Representative - New Carlisle	Maria	Goeser	Absent
Community Representative - Fremont	Malena	Gutierrez	Absent
Community Representative - Napoleon	Kanna	Byers	Absent
Community Representative – Shiloh	Vacant		

Staff present: Joan Oliver, Jacquie Wells, Gabriel Maxwell, Angela Miller, Brandi Drosky, Jill Butzin, Veronica Muniz, Modesta Barraza, and Stacy Reyes

Quorum was met.

ADOPTION OF THE AGENDA

Agenda amended to include MSHS Continuation Grant proposal

Celia Ruiz moved to approve the agenda with proposal added.

Araceli Huerta seconded the motion.

Motion carried.

APPROVAL OF THE MINUTES

Celia Ruiz moved to approve the minutes.

Araceli Huerta seconded the motion.

Motion carried.

CORRESPONDENCE

Correspondence is included in the IM & PIs of the Early Childhood Board Report.

FINANCIAL REPORT

Angela Miller presented and explained the financial report.

DIRECTOR'S REPORT

- ♦ Jacquie Wells shared the Early Childhood Board Monthly Report which includes Information Memorandums and program instructions. The reports are available online.
- ♦ Jacquie Wells reported on the Credit Card Summary. Reports are available online.
- ♦ Jacquie Wells shared the Agency Audit.
- ♦ Jacquie Wells thanked everyone that could attend the combined Policy Council/Board Governance training in March.
- ♦ Jacquie Wells shared the Under enrollment plan to meet 97% by July 31st. We added an Outreach Specialist, Estrella Alvarez to help with enrollment.

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- ♦ Jacquie Wells discussed the Notice of Competitive Status letter from the Office of Head Start. Jacquie shared that we have approval to submit a refunding application for 1 more year since the RFP is not out yet for the recompet.
- ♦ Jacquie Wells discussed follow up on the deficiencies and their corrective action plan updates.

EXECUTIVE COMMITTEE REPORTS

- Jacquie Wells reviewed MSHS Policy Council Executive Committee minutes from November 12, 2024 and January 9, 2025.
 - GLCAP Policy Revisions
 - MSHS Carry Over Request to purchase car seats
Araceli Huerta moved to approval the Executive Committee minutes including the MSHS Carry over request.
Celia Ruiz seconded the motion.
Motion carried.

GLCAP MSHS EDUCATION REPORT

Brandi Drosky shared information on Home-Visits.

CENTER HIGHLIGHT

Veronica Muniz shared power point presentation on Shiloh Center.

GLCAP BOARD REPORT

Jacquie Wells shared the board meeting minutes are available online.

SUPPORT SERVICES REPORTS

Joan Oliver conducted a mini training on "How a Motion is Made"

Joan Oliver shared a brochure regarding Policy Council.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. New Hires/Terminations Approval

Celia Ruiz moved to approve the New Hires/Terminations.

Araceli Huerta seconded the motion.

Motion carried.

2. PRIORITY/SELECTION PROCESS

Joan shared the Priority Selection Process

Araceli Huerta moved to approve the Priority Selection process.

Viviana Gutierrez seconded the motion.

Motion carried.

3. MSHS SELF ASSESSMENT CORRECTIVE ACTION/IMPROVEMENT PLAN

Jacquie Wells reviewed the Self-Assessment Corrective Action/Improvement Plans

Araceli Huerta moved to approve the Self-Assessment Corrective Action/Improvement Plan.

Celia Ruiz seconded the motion.

Motion carried.

4. MSHS Continuation Grant Application

Approval from GLCAP MSHS Policy Council to review, approve and submit the following application.

<i>Migrant Seasonal Head Start (MSHS) Continuation Grant</i>	
Funding Source	HHS
Amount	\$6,472,715

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Program Period	August 1, 2025 — July 31, 2026
Statement of Work	To review, approve, and submit an application to provide comprehensive Migrant and Seasonal Head Start services to children birth through five and their families. We will provide direct operated early childhood services to eligible children from migrant and seasonal farmworker families at five locations throughout Ohio. A non-federal match waiver of \$1,350,000 is included in the application. The waiver amount requested is based on previously approved in-kind waiver submissions.
Geography of Service Area	Henry, Clark, Richland, and Sandusky counties
Numbers to be Served	324 infants, toddlers, and preschoolers

Budget	
Personnel	\$4,734,327
Participant Expenses	0
Operations	1,139,327
Contractual	10,500
Subrecipient	0
De Minimis	588,561
Total Expenses	\$6,472,715
Match/Inkind	\$268,179

Araceli Huerta moved to approve the above application.
Viviana Gutierrez seconded the motion.
Motion carried.

5. MSHS School Readiness Outcomes

Brandi Drosky shared the year end School Readiness Outcomes. Report is available online.

6. Program Goal updates

Angela Miller shared the program goal updates.

7. GLCAP MSHS Annual Report

Jacque Wells shared the GLCAP MSHS 2023-2024 Annual Report. All sites should have an annual report and the reports are available on the GLCAP website in English and Spanish.

QUESTIONS, COMMENTS, CONCERNS

- None

ADJOURN

Joan Oliver adjourned the meeting at 6:58 p.m.

Respectfully submitted,



Jill Butzin
Administrative Assistant
GLCAP Early Childhood Program