

**GLCAP MSHS Policy Council Minutes
August 12, 2025**

GLCAP MSHS Policy Council conducted their meeting virtually on August 12, 2025, through TEAMS and phone conferencing.

ICE BREAKER

Joan welcomed all attending. Bettina Batterson conducted an ice breaker; attendee introductions were made.

CALL TO ORDER

Joan Oliver called the meeting to order at 6:15 p.m.

ROLL CALL

Jill Butzin took roll call:

MSHS Policy Council Member Attendance			
Center	First Name	Last Name	Attendance
Fremont	Jennifer	Vazquez	Present
New Carlisle	Celia	Ruiz	Absent
New Carlisle	Diana	Arevalo	Present
Shiloh	Krystal Ann	Gomez	Absent
Shiloh	Jennifer	Torres	Absent
Napoleon	Martha	Antonio Lorenzo	Present
Community Representative - New Carlisle	Maria	Goeser	Present
Community Representative - Fremont	Heatherly	O'Connor	Absent
Community Representative - Napoleon	Ana	Roland	Present
Community Representative – Shiloh	Sandra	Iracheta	Present

Staff present: Joan Oliver, Gabriel Maxwell, Jill Butzin, Angela Miller, Brandi Drosky, Jacquie Wells and Bettina Batterson

Quorum was met.

ADOPTION OF THE AGENDA

Sandra Iracheta moved to approve the agenda.

Maria Goeser seconded the motion.

Motion carried.

APPROVAL OF THE MINUTES

Diana Arevalo moved to approve the minutes.

Maria Goeser 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. We met our 97% by 7/31/25.
- ♦ Jacquie Wells reported on the Credit Card Summary. Reports are available online.
- ♦ Jacquie Wells discussed an active supervision incident at Napoleon that was reported to the Office of Head Start. No finding was giving. T/TA staff will meet with us to review our procedures and systems around active supervision.
- ♦ Jacquie Wells discussed the Shiloh Monitoring Report final report. The corrective action plans are now complete.

EXECUTIVE COMMITTEE REPORTS

- Joan Oliver reviewed MSHS Policy Council Executive Committee minutes from June 24, 2025 and July 24, 2025

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- o MSHS Carry Over Request
- o MSHS Carry Over Request & Non-Federal Share Waiver
Sandra Iracheta moved to approval the Executive Committee minutes.
Maria Goeser seconded the motion.
Motion carried.

GLCAP MSHS EDUCATION REPORT

Brandi Drosky reviewed the School Readiness Goals

CENTER HIGHLIGHT

Joan Oliver shared a video from Napoleon.

GLCAP BOARD REPORT

Jacque Wells shared the board meeting minutes are available online.

SUPPORT SERVICES REPORTS

Joan Oliver shared the Civil Rights/CACFP video.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. New Hires/Terminations Approval

Sandra Iracheta moved to approve the New Hires/Terminations.
Diana Arevalo seconded the motion.
Motion carried.

2. Program Goals

Jacque Wells shared the Program Goal updates.

3. Agency Audit

Jacque Wells reviewed the Agency Audit.

4. OHS Nutrition and Healthy Eating Supplemental Grant Application

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

<i>Migrant and Seasonal Head Start (MSHS) One-Time Nutrition Supplemental Funds</i>	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$80,766
Program Period	September 30, 2025-July 31, 2025
Statement of Work	To review, approve and submit an application for one-time supplemental funds for nutrition and healthy eating for our Head Start Program. These funds will be used to update materials, supplies, and equipment to support providing children with healthy meals and snacks. Funds will also support assigned staff to participate in the I'm Moving I'm Learning Curriculum Training in June 2026.
Geography of Service Area	Richland, Henry, Clark and Sandusky counties
Numbers to be Served	324

<i>Budget</i>	
Personnel	0
Participant Expenses	0
Operations	\$73,686
Contractual	0
Subrecipient	0
De Minimis	\$7,080
Total Expenses	\$80,766
Match/Inkind	\$20,192

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Sandra Iracheta moved to approve the above application.
Jennifer Vazquez seconded the motion.
Motion carried.

QUESTIONS, COMMENTS, CONCERNS

- Next meeting will be October 14, 2025. Health & Mental Health Advisory will be before or after the meeting.

ADJOURN

Joan Oliver adjourned the meeting at 7:13 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jill Butzin".

Jill Butzin
Administrative Assistant
GLCAP Early Childhood Program