

GLCAP Policy Council Minutes
April 9, 2025

Policy Council members were all invited to a meeting at HQ, 127 S. Front St. Fremont, Ohio 43420. All members were emailed the materials ahead of the meeting.

Policy Council Member Attendance							
Bowling Green FD	Hope	Santangelo	Present	Early Head Start Home Base or EHSCCP Direct Operated	Vacant		
Clyde FD	Lesha	Dinan	Absent	Fostoria FD	Andrea	Hickle	Present
Community Representative - Ottawa County	Kylie	Davis	Present	Fremont FD	Laura	Wetzel	Absent
Community Representative - Sandusky County	Jessica	Carter	Absent	Genoa FD	Joyce	Hadley	Present
Community Representative - Seneca County	Shyanna	Walsh	Present	Head Start Child Care Contract	Vacant		
Community Representative - Wood County	Gina	St. Bonore	Excused	LCFC EHSSCP Rep	Vacant		
Early Head Start CCP Expansion Grant	Desiree	Jackson	Absent	Perrysburg FD	Marli	Fisher	Present
Early Head Start CCP Grant-FCC	Vacant			Port Clinton Full Day	Ashley	Gallardo	Absent
Early Head Start Home Base or EHSCCP Direct Operated	Vacant			Tiffin Full Day	Courtney	Diaz	Absent

Staff present: Jacquie Wells, Michelle Foos, Angela Miller, Elizabeth Martinez and Jill Butzin.

ADOPTION OF THE AGENDA

Michelle Foos shared the Self-Assessment Improvement Plans are not ready and will be sent for Executive Committee approval at a later date when completed. This will be removed from the current agenda.

Kylie Davis moved to approve the amended agenda.

Andrea Hickle seconded the motion.

Motion carried.

APPROVAL OF THE MINUTES

Kylie Davis moved to approve the minutes.

Joyce Hadley seconded the motion.

Motion carried.

FINANCIAL REPORT

Angela Miller presented and explained the financial report.

CORRESPONDENCE

All Correspondence are included in the IM & PI reports.

DIRECTOR'S REPORT

- ◆ Jacquie Wells reported that the Credit Card report was available online.
- ◆ Jacquie Wells reported the Early Childhood Board reports were available online and they were reviewed with the group.
- ◆ Jacquie Wells shared RAN review letter from the Office of Head Start. Jacquie shared the update that the Office of Head Start found it to be an area of non-compliance and is requiring a corrective action plan. We are currently working on the plan.
- ◆ Jacquie Wells reviewed the NWO EHSCCP Under Enrollment letter from the Office of Head Start. We will be required to meet 97% enrollment in the next 12 months and then maintain at 97% for an additional 6 months.
- ◆ Jacquie Wells reviewed the EHS/HS and EHSCCP Under Enrollment Completion letters from the Office of Head Start. Both grants were under the Under Enrollment plan and have met the goal and maintained it for the 6 months and are no longer on an enrollment plan.

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GLCAP Board Report

Jacquie Wells shared the Board report is available online. Jacquie thanked all Policy Council members that were able to make it to the combined governance training in March.

Center Reports

- Perrysburg -Marli shared they are doing weather. They are having parent cafes and doing food experiences once a month.
- Port Clinton -Kylie shared they are having food experiences. Learning about changes in weather. They made homemade nests with cotton balls in them and doing a lot of outdoor activities.
- Genoa -Joyce shared they are doing weather and exploring the outdoors. They were learning what people wear to work and had a fashion show. They are also doing food experiences.
- Jordan -Hope shared son doesn't really share what he is learning. He missed the food experience due to the flu. Classrooms have been going outside and the room has a lot of boys in it.
- EHS-HB-Hope shared her son loves his home-visits and the interaction.
- Fostoria -Andrea shared they are doing a lot of outside play learning. The classroom now has a hairdresser and nail station.
- EHS-HB-Andrea shared enjoying spending time with Teacher and loves taking her book.
- Tiffin -Shyanna shared they have a parent café today. Jacquie shared a new Center Specialist has been hired and should move into the position May 1st.

Program Component Reports

- Michelle Foos shared GLCAP is enrolling so if Policy Council members know anyone to please refer them to our program.
- Elizabeth Martinez shared Early Literacy Development video regarding literacy.
- Elizabeth Martinez shared a power point on the link between home & school. Elizabeth shared children are always learning lessons in play.

Executive Committee Reports/Special Meetings

None

NEW BUSINESS

1. New Hires/Terminations Approval

Kylie Davis moved to approve the New Hires/Terminations.
Joyce Hadley seconded the motion.
Motion carried.

2. Proposals

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

Early Head Start/ Head Start Continuation Grant	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$8,718,150
Program Period	August 1, 2025 – July 31, 2026
Statement of Work	To review, approve and submit an application to provide comprehensive services to children birth through five and their families. We will provide services to 47 infants and toddlers through the home-based program option, 16 infants and toddlers in contracted center-based childcare, and 573 preschool children through direct operations and contracts with child-care providers.
Geography of Service Area	Wood, Sandusky, Ottawa, and Seneca counties
Numbers to be Served	63 Early Head Start and 573 Head Start

Budget	
Personnel	\$5,490,460
Participant Expenses	0
Operations	1,585,800
Contractual	666,123

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Subrecipient	0
De Minimis	975,767
Total Expenses	\$8,718,150
Match/Inkind	\$2,179,538

Early Head Start-Child Care Partnership Continuation Grant	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$6,842,697
Program Period	August 1, 2025 – July 31, 2026
Statement of Work	To review, approve and submit an application to provide comprehensive services to children birth through three and their families. GLCAP will provide direct operated childcare services to 16 infants and toddlers. One hundred and eighty-four infants and toddlers will be served through contracts with child-care providers and 64 infants and toddlers will be served through contracts with Family Childcare providers. Fifty-six Infants and toddlers will be served by the delegate agency, Lucas County Family Council (LCFC). A non-federal match waiver of \$1,150,000 for GLCAP and \$230,890 for LCFC is included in the application. The waiver amount requested is based on previously approved in-kind waiver submissions.
Geography of Service Area	Wood, Sandusky, Seneca, and Lucas counties
Numbers to be Served	320 infants and toddlers

Budget	
Personnel	\$1,884,334
Participant Expenses	0
Operations	381,061
Contractual	2,833,097
Subrecipient	1,203,373
De Minimis	540,832
Total Expenses	\$6,842,697
Match/Inkind	\$329,784

Northwest Ohio Early Head Start Program	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$3,388,173
Program Period	August 1, 2025 – July 31, 2026
Statement of Work	To review, approve and submit an application to provide comprehensive Early Head Start (EHS) services to 103 children birth through three and their families. We will provide EHS Child Care services to 55 infants and toddlers through partnerships with center and family home providers. Forty-eight infants and toddlers will be served by the delegate agency, Hancock, Hardin, Wyandot, Putnam (HHWP) Community Action Commission in center-based direct operated classrooms and through childcare partnerships. A non-federal match waiver of \$225,000 for GLCAP and \$187,649 for HHWP is included in the application. The waiver amount requested is based on the average amount of in-kind collected for other childcare partnership grants per child, and previously approved waiver submissions in those grants.
Geography of Service Area	Wood, Lucas, and Hancock counties
Numbers to be Served	103 infants and toddlers

Budget	
Personnel	\$519,877

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Participant Expenses	0
Operations	133,336
Contractual	740,284
Subrecipient	1,837,850
De Minimis	156,826
Total Expenses	\$3,388,173
Match/Inkind	\$434,394

Kylie Davis moved to approve the above applications.
Joyce Hadley seconded the motion.
Motion carried.

3. Executive Committee Change

Jessie Diamante is no longer on Policy Council. Hope Santangelo is now representing Jordan Center. We are requesting Policy Council approval for Hope to take Jessie's place on the Executive Committee as the Treasurer.

Andrea Hickle moved to approve Hope Santangelo as the new Treasurer
Joyce Hadley seconded the motion.
Motion carried.

QUESTIONS, COMMENTS, CONCERNS

- Health Advisory meeting to follow this meeting at 11:30.

ADJOURN

Meeting ended at 11:00 am.

Respectfully submitted,



Jill Butzin
Administrative Assistant
GLCAP Early Childhood Program