

GLCAP MSHS Policy Council Executive Minutes
July 24, 2025

GLCAP MSHS Policy Council Executive Committee met via phone and email on July 24, 2025 for a special meeting.

ROLL CALL

Jill Butzin took roll call:

MSHS Policy Council Member Attendance			
Center	First Name	Last Name	Attendance
Fremont	Jennifer	Vazquez	
New Carlisle	Celia	Ruiz	
New Carlisle	Diana	Arevalo	Present
Napoleon	Martha	Antonio Lorenzo	Present
Community Representative – Shiloh	Sandra	Iracheta	Present

Staff present: Joan Oliver, Gabriel Maxwell, and Jill Butzin

Quorum was met.

NEW BUSINESS

All Policy Council Executive members were emailed the budget revision and water for review and approval.

Approval from GLCAP MSHS Executive Committee to review, approve and submit the following requests.

<i>Migrant and Seasonal Head Start (MSHS) Program Budget Revision</i>	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$0
Program Period	August 1, 2023 – July 31, 2024
Statement of Work	To review, approve and submit a budget revision to move unspent operating funds from personnel and fringe to other for one-time program needs including staff to address under enrollment and occurrence of child incidents.
Geography of Service Area	Richland, Henry, Clark and Sandusky counties
Numbers to be Served	324

<i>Budget</i>	
Personnel	-\$293,191
Participant Expenses	0
Operations	293,191
Contractual	0
Subrecipient	0
De Minimis	0
Total Expenses	\$0
Match/Inkind	\$0

<i>MSHS Program Non-Federal Share Waiver</i>	
Funding Source	HHS
Amount	\$0
Program Period	August 1, 2024 – July 31, 2025
Statement of Work	To review, approve and submit a non-federal share waiver for the amount of \$150,000 in operations. The total required match for this grant is \$562,728.75.
Geography of Service Area	Richland, Henry, Clark and Sandusky counties
Numbers to be Served	324

<i>Budget – N/A</i>


Sandra Iracheta moved to approve the budget revision and non-federal share waiver.

Martha Antonio Lorenzo seconded the motion.

Motion carried.

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Respectfully submitted,

A handwritten signature in cursive script that reads "Jill Butzin".

Jill Butzin
Administrative Assistant
GLCAP Early Childhood Program

GLCAP MSHS Policy Council Executive Committee Minutes
June 25, 2025

GLCAP MSHS Policy Council Executive Committee were emailed the Carry over request for review on June 25, 2025.

ROLL CALL

Jill Butzin took roll call

MSHS Policy Council Member Attendance			
Center	First Name	Last Name	Attendance
Fremont	Jennifer	Vazquez	Present
New Carlisle	Diana	Arevalo	Present
New Carlisle	Celia	Ruiz	Absent
Napoleon	Martha	Antonio Lorenzo	Absent
Community Representative – Shiloh	Sandra	Iracheta	Present

Staff present: Joan Oliver, Gabriel Maxwell, Jill Butzin

Quorum was met.

NEW BUSINESS

All Policy Council members were emailed the MSHS Carry Over Request for review and approval.

1. MSHS Carry Over Request to purchase car seats

Approval from GLCAP MSHS Policy Council to review, approve and submit the following carry over request.

<i>Migrant and Seasonal Head Start (MSHS) Carryover Request</i>	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$293,191
Program Period	August 1, 2024 – July 31, 2025
Statement of Work	To review, approve and submit a carryover request to utilize unspent funds from the 2023-2024 program year to support the additional bus driver and center aide positions hired this year to accommodate the surge of seasonal families enrolled in the Migrant and Seasonal Head Start program.
Geography of Service Area	Richland, Henry, and Sandusky counties
Numbers to be Served	324

<i>Budget</i>	
Personnel	\$243,232
Participant Expenses	0
Operations	16,642
Contractual	0
Subrecipient	0
De Minimis	33,317
Total Expenses	\$293,191
Match/Inkind	\$73,298

Sandra Iracheta moved to approve the carry over request.

Jennifer Vazquez seconded the motion.

Motion carried.

Respectfully submitted,



Jill Butzin
Administrative Assistant
GLCAP Early Childhood Program