

**GLCAP MSHS Policy Council Minutes**  
**January 9, 2025**

GLCAP MSHS Policy Council were emailed the GLCAP Policy revisions for review on January 9, 2025.

**ROLL CALL**

Jill Butzin took roll call

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

Staff present: Joan Oliver, Gabriel Maxwell, Jill Butzin, Jacque Wells  
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.


<b><i>Migrant and Seasonal Head Start Carryover Request</i></b>	
<b>Funding Source</b>	United States Department of Health and Human Services
<b>Amount</b>	\$85,008
<b>Program Period</b>	August 1, 2024 – July 31, 2025
<b>Statement of Work</b>	To review, approve and submit a carryover request to utilize unspent funds from the 2023-2024 program year to purchase 366 car seats for the Migrant and Seasonal Head Start program buses.
<b>Geography of Service Area</b>	Richland, Henry and Sandusky Counties
<b>Numbers to be Served</b>	324

<b><i>Budget</i></b>	
<b>Personnel</b>	\$0
<b>Participant Expenses</b>	\$0
<b>Operations</b>	\$75,348
<b>Contractual</b>	\$0
<b>Subrecipient</b>	\$0
<b>De Minimis</b>	\$9,660
<b>Total Expenses</b>	\$85,008
<b>Match/Inkind</b>	\$21,252

Araceli Huerta moved to approve the carry over request.  
Viviana Gutierrez seconded the motion.  
Motion carried.

**GLCAP MSHS Policy Council Minutes**  
**January 9, 2025**

Respectfully submitted,

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

Jill Butzin  
Administrative Assistant  
GLCAP Early Childhood Program

**GLCAP MSHS Policy Council Minutes**  
**November 12, 2024**

GLCAP MSHS Policy Council were emailed the GLCAP Policy revisions for review on November 12, 2024.

**ROLL CALL**

Jill Butzin took roll call

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

Staff present: Joan Oliver, Gabriel Maxwell, Jill Butzin, Jacquie Wells  
Quorum was met.

**NEW BUSINESS**

All Policy Council members were emailed the GLCAP Policy Revisions for review and approval.

**1. GLCAP Policy Revision approval**

Kanna Byers moved to approve the GLCAP Policy Revisions.

Martha Antonio Lorenzo seconded the motion.

Motion carried.

Respectfully submitted,



Jill Butzin  
Administrative Assistant  
GLCAP Early Childhood Program