1. Call to Order

Clarissa Lightfoot, Chairperson, Booker T. Washington Representative, called the meeting to order at 9:36 a.m. A quorum was convened, with Fourteen (14) members present.

## Members Present
- Ariana Sanchez, Alhambra Representative
- Clarissa Lightfoot, Booker T. Washington Representative
- Tyrynn Dennis, Booker T. Washington Representative
- Betty Austin, Deer Valley Representative
- Rosa Banuelos, Fowler Representative
- Melina Valenzuela, Fowler Representative
- Kimberly Olivas, Greater Phoenix Urban League
- Priscilla Garcia, Murphy Representative
- Anita Aguilar, Roosevelt Representative
- Carolina Gastelu, Washington Representative
- Dulce M. Ruelas, Community Representative
- Maria P. Bernal, Community Representative
- Joelle Grande, Community Representative
2. **Head Start Seating (Introduction of New Members)**

   No new members

3. **Approval of September 9, 2019, Meeting Minutes**

   Clarissa Lightfoot, the Chairperson, called for a motion to approve September 9, 2019, meeting minutes. Maria Bernal, Community Representative, motioned to approve. Anita Aguilar, Roosevelt Representative, seconded the motion.

   The motion passed.

   Twelve (12) votes in favor:
   - Ariana Sanchez, Alhambra Representative
   - Clarissa Lightfoot, Booker T. Washington Representative
   - Betty Austin, Deer Valley Representative
   - Rosa Banuelos, Fowler Representative
   - Kimberly Olivas, Greater Phoenix Urban League
   - Priscilla Garcia, Murphy Representative
   - Anita Aguilar, Roosevelt Representative
   - Carolina Gastelum, Washington Representative
   - Dulce M. Ruelas, Community Representative
   - Maria P. Bernal, Community Representative
   - Joelle Grande, Community Representative
   - Cynthia Spell-Tweh, Community Representative

   Zero (0) votes against.

   Two (2) Tyrynn Dennis, Booker T. Washington Representative, and Melina Valenzuela, Fowler Representative, abstained.

4. **Introduction of Staff**

   None

   (9:39 a.m.) Jori Sanchez, Greater Phoenix Urban League, and Maria Araiza, Roosevelt Representative, joined the meeting quorum at sixteen (16).

   (9:40 a.m.) Xochitl Wilson, Community Representative, joined the meeting quorum at seventeen (17).

5. **Acceptance of Budget Report / Fiscal Budget July 2019**

   a. **Treasurer Report:**

      Juliana Panqueva, Accountant III, provided the report for closing FY 2018-2019; all funds were spent and allocated. Ms. Panqueva provided a current Policy Council budget for FY 2019-2020 of 25,255 dollars and obligated 66% of the funds towards the services of interpreters for the whole year and food.
b. **Budget Report:**
Juliana Panqueva, Accountant III, provided the report for FY 2018-2019; all funds were spent at 100%. Ms. Panqueva provided the report for FY 2019-2020; currently, the administration is at 23 percent and should be at 25% on track.

c. **Delegate Agency Report:**


d. **In-Kind Report:**


Clarissa Lightfoot, the Chairperson, called for a motion to accept all the financial reports as presented. Betty Austin, Deer Valley Representative, motioned to accept. Priscilla Garcia, Murphy Representative, seconded the motion.

The motion passed.

Sixteen (16) votes in favor:

Ariana Sanchez, Alhambra Representative
Clarissa Lightfoot, Booker T. Washington Representative
Tyrynn Dennis, Booker T. Washington Representative
Betty Austin, Deer Valley Representative
Rosa Banuelos, Fowler Representative
Melina Valenzuela, Fowler Representative
Kimberly Olivas, Greater Phoenix Urban League
Jori Sanchez, Greater Phoenix Urban League
Priscilla Garcia, Murphy Representative
Anita Aguilar, Roosevelt Representative
Carolina Gastelum, Washington Representative
Dulce M. Ruelas, Community Representative
Xochitl Wilson, Community Representative
Maria P. Bernal, Community Representative
Joelle Grande, Community Representative
Cynthia Spell-Tweh, Community Representative

Zero (0) votes against.

One (1) Maria Araiza, Roosevelt Representative abstained.

(9:45 a.m.) Mariah Acedo, Community Representative, and Julissa Machado, Alhambra Representative, joined the meeting quorum at nineteen (19).
6. **Discussion and Possible Action on**

   a. The hiring of New Staff

   **Head Start Program Assistant**

   Lisa Eversole, Program Coordinator, requested permission to fill three Program Assistant/Coach position vacancies. Ms. Eversole indicated with the approval of human resources to use the existing recruitment. The panel is recommending the following candidates contingent on passing a background check; Katie Hunot, Elisa Perez, and Amparo Arnold-Garza.

   Clarissa Lightfoot, the Chairperson, called for a motion to approve the hiring of indicated candidates. Rosa Banuelos, Fowler Representative, motioned to accept. Maria Bernal, Community Representative, seconded the motion.

   The motion passed.

   Nineteen (19) votes in favor:

   Ariana Sanchez, Alhambra Representative  
   Julissa Machado, Alhambra Representative  
   Clarissa Lightfoot, Booker T. Washington Representative  
   Tyrynn Dennis, Booker T. Washington Representative  
   Betty Austin, Deer Valley Representative  
   Rosa Banuelos, Fowler Representative  
   Melina Valenzuela, Fowler Representative  
   Kimberly Olivas, Greater Phoenix Urban League  
   Jori Sanchez, Greater Phoenix Urban League  
   Priscilla Garcia, Murphy Representative  
   Maria Araiza, Roosevelt Representative  
   Anita Aguilar, Roosevelt Representative  
   Carolina Gastelum, Washington Representative  
   Dulce M. Ruelas, Community Representative  
   Xochitl Wilson, Community Representative  
   Maria P. Bernal, Community Representative  
   Mariah Acedo, Community Representative  
   Joelle Grande, Community Representative  
   Cynthia Spell-Tweh, Community Representative

   Zero (0) votes against.  
   Zero (0) abstained.

   **Mental Health Specialist**

   Melanie Fierros, Program Coordinator, requested permission to fill one of two Head Start Mental Specialist positions. Ms. Fierros indicated with the approval of Human Resources to use the existing recruitment. The panel is recommending the following candidate contingent on passing a background check for hire; Kathryn Norman.
Clarissa Lightfoot, the Chairperson, called for a motion to approve the hiring of indicated candidates. Joelle Grande, Community Representative, motioned to accept. Betty Austin, Deer Valley Representative, seconded the motion.

The motion passed.

Nineteen (19) votes in favor:

Ariana Sanchez, Alhambra Representative
Julissa Machado, Alhambra Representative
Clarissa Lightfoot, Booker T. Washington Representative
Tyrrynn Dennis, Booker T. Washington Representative
Betty Austin, Deer Valley Representative
Rosa Banuelos, Fowler Representative
Melina Valenzuela, Fowler Representative
Kimberly Olivas, Greater Phoenix Urban League
Jori Sanchez, Greater Phoenix Urban League
Priscilla Garcia, Murphy Representative
Maria Araiza, Roosevelt Representative
Anita Aguilar, Roosevelt Representative
Carolina Gastelum, Washington Representative
Dulce M. Ruelas, Community Representative
Xochitl Wilson, Community Representative
Maria P. Bernal, Community Representative
Mariah Acedo, Community Representative
Joelle Grande, Community Representative
Cynthia Spell-Tweh, Community Representative

Zero (0) votes against.
Zero (0) abstained.

b. Certification of Health and Safety Screenings for Birth to Five

Alma Quintana, Quality Assurance Manager, provided the results of the 45-day screener for Birth to Five Program. Ms. Quintana indicated the monitoring started with Childcare Partnerships, Head Start, and Socialization Sites. Ms. Quintana indicated the results as a whole program; indicating ten items out of twenty-seven in facilities were not met; Policies and Procedures there are 23 items and four areas were not met making it program at 84% met; Active Supervision six areas; all were met; Human Resources there are seven areas and five were not met twenty-eight percent met; A handful of staff did not complete the required training. Ms. Quintana indicated once the 45-day screener was complete, the delegate agencies will receive a letter indicating the area of noncompliance. The agencies have 30-days to make necessary corrections.

c. Approval to Submit In-Kind Waiver for FY 2018-2019

Juliana Panqueva-Camargo, Accountant III, requested approval to submit an In-Kind waiver for FY 2018-2019 to the office of Region IX Head Start. Ms. Panqueva-Camargo explained the reason for requesting the waiver; to reduce the responsibility
of match programmatic in-kind, for CCP reduce to $56,3694, for Early Head Start reducing by $245,620, and for Head Start $1,287,104 with a total as a grantee of $1,477,834. Ms. Panqueva-Camargo explained to the council a waiver would need to be signed by the Policy Council Chairperson and Deputy Director with council approval.

Clarissa Lightfoot, the Chairperson, called for a motion to approve submitting In-Kind Waiver to the Region IX HS. Betty Austin, Deer Valley Representative, motioned to accept. Anita Aguilar, Roosevelt Representative, seconded the motion.

The motion passed.

Nineteen (19) votes in favor:

Ariana Sanchez, Alhambra Representative
Julissa Machado, Alhambra Representative
Clarissa Lightfoot, Booker T. Washington Representative
Tyrynn Dennis, Booker T. Washington Representative
Betty Austin, Deer Valley Representative
Rosa Banuelos, Fowler Representative
Melina Valenzuela, Fowler Representative
Kimberly Olivas, Greater Phoenix Urban League
Jori Sanchez, Greater Phoenix Urban League
Priscilla Garcia, Murphy Representative
Maria Araiza, Roosevelt Representative
Anita Aguilar, Roosevelt Representative
Carolina Gastelum, Washington Representative
Dulce M. Ruelas, Community Representative
Xochitl Wilson, Community Representative
Maria P. Bernal, Community Representative
Mariah Acedo, Community Representative
Joelle Grande, Community Representative
Cynthia Spell-Tweh, Community Representative

Zero (0) votes against.
Zero (0) abstained.

d. Head Start Leadership Conference Briefing

Amy Corriveau, Deputy Human Services Director, shared with the council how important having the chairperson and vice-chairperson at the Nation Head Start Leadership Conference was for them to provide input based on their experience with the program. Ms. Corriveau explained the Families Unite for Head Start campaign and the many letters from around the nation that were provided to the corresponding congress representatives. Ms. Corriveau asked the Chairperson and Vice-Chairperson to share their experience with the council.
e. Governing Body Report

Amy Corriveau, Deputy Human Services Director, reviewed the governing body report with the council about fiscal, program enrollment reports, school attendance, medical/dental exams completed year to date, monitoring reports, and program information summaries. Ms. Corriveau encouraged the council members to discuss families completing all medical exams, including all treatments, at their corresponding next Parent Policy Committee Meeting.

f. Director’s Report

Amy Corriveau, Deputy Human Services Director, explained to the council the collaborations with Family Resource Centers in the community and encouraged the council members to share this information with their parent committees so families could visit and become aware of their services. Ms. Corriveau thanked the members of the council who provided their recruitment ideas regarding locations where families experiencing homelessness are staying.

8 Call to the Public

No public comment.

9. Issues and Concerns of Committee Members for Further Study and Future Agenda Items

None

10. Announcements

None

11. Adjournment: 10:20 a.m.