



**POLICY COUNCIL MEETING**

**Minutes**

**December 7, 2009**

- I. The meeting was called to order by Vice Chairperson, Leticia Albiter, at 5:45 p.m. A quorum was established with seven voting members present: Jamie Wanhainen, Amber Dye, Julie Gallegos, Michelle Imholte, Adriana Gauna, Leticia Albiter and Debbie Baer. New Community Representative/School Board Liaison, Katherine Sutherlin; Executive Director, Steve Schwarz; Coordinators Debbie Lea, Pam Peter and Chris Simone; and Head Start Director, Brenda Heimann, were also present.
- II. Leticia Albiter, Acting Chairperson, established that a quorum was present.
- III. Action Items from the agenda were considered:
  - A. Approval of the Minutes from the November 9, 2009 Policy Council meeting was discussed. The motion to approve the minutes was made by Julie Gallegos and seconded by Amber Dye. The motion passed unanimously.
  - B. Approval of the FY to Date Budget was discussed. Debbie Baer made the motion to approve the budget and it was seconded by Julie Gallegos. The motion passed unanimously.
  - C. Approval of new Community Representative/School Board Liaison, Katherine Sutherlin was discussed. The motion to approve Mrs. Sutherlin as a Policy Council member was made by Jamie Wanhainen. It was seconded by Debbie Baer and the motion passed unanimously.
- IV. The following training was given:
  - Federal Review Questions
- V. The following items were discussed:
  - A. Policy Council Representative's resignation
  - B. Review progress of the 2009-2010 Program Improvement Plan
  - C. Community Assessment Update
  - D. Input into Service Plan revision
- V. The following information items were distributed / reported:
  - A. Treasurer's Report
  - B. In-Kind and Volunteer Program Report
  - C. KISD Bulletin
  - D. Monthly Report
- VI. Adjournment: The meeting was adjourned by Leticia Albiter at 7:17 p.m.