

**Minutes of the  
UCA Policy Council Meeting  
Zoom & In-Person  
Wednesday, March 20, 2024  
9:00 AM**

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A meeting of the Policy Council of Utah Community Action commenced via Zoom and in-person at Noorda on Wednesday, March 20, 2024 at 9:17 AM.

**Policy Council Members Present:** Hannah Skeen (Executive Chair), Shaelee Perkins (Executive Vice-Chair), Diana Cruz (Executive Secretary), Helen Gonzalez (Executive Treasurer), Jessica Tirado (Bennion), Bertha Alvarado (CCC), David Garcia-Reesemen (CCH), Maedelon May (Grantsville), Ammara Rashid (HJS), Yocelin Vincente (KECC), Kathryn Passey (Midvale), Mallory Schultz (North Star), Elias Linares (Shriver), Lilie Gil (Terra Linda), Julia Herrera (Wendover), and Laurel Miller-Jones (Community Rep) Sherrie Pace (Community Rep), Joni Clark (Community Rep), and Jenna Williams (Community Rep). Susan Thatcher (TLC ECCP), William Blackhair (U of U ECCP)

**Staff Members & Guests Present:** J. Janell Cerva (CISO), Patrice Dickson (COO), Peter Hughes (Accounting Manager), Victoria Edmonds (Mental Health & Special Needs Manager), Jamie Castleton (Family Partnership, ERSEA & Health Manager), Aurora Howell (Education Manager), Ashley Bishop (Policy Council Liaison), Amanda Dahl (FA Shriver), and Stephanie Floisand (Administrative Assistant).

**Policy Council Members Excused:** Diana Lopez (JRR HB), and Erin Yerra (Murray)

**During the meeting, Policy Council will refer to the following materials:**

- February Meeting Minutes
  - Consent Agenda
    - Credit Card Report
    - Program Information Summary Report
    - Development Report
    - In-Kind Report
    - Health Report
    - CACFP Report
    - Family Partnership Report
    - ERSEA Attendance & Enrollment Report
    - Education Report
  - Budget Report
  - Spring Cycle Menu
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**1. Welcome**

Shaelee Perkins called the meeting to order at 9:17 AM.

**2. The following items were presented and discussed prior to voting:**

- a. Motion to approve the February Minutes was given by Bertha Alvarado (CCC), 2<sup>nd</sup> by Jessica Tirado (Bennion) - Motion passed unanimously.
- b. Motion to approve the Consent Agenda was given by Yocelin Vincente (KECC), 2<sup>nd</sup> by Bertha Alvarado (CCC) - Motion passed unanimously.
- c. Motion to approve the Budget Report was given by Yocelin Vincente (KECC), 2<sup>nd</sup> by Kathryn Passey (Midvale) - Motion passed unanimously.
- d. Motion to approve the Spring Cycle Menu was given by Kathryn Passey (Midvale), 2<sup>nd</sup> by Mallory Schultz (North Star) – Motion passed unanimously.

### 3. Review of Reports

- a. Februray Minutes – presented by Hannah Skeen - no questions or comments.
- b. Budget Report – presented by Peter Hughes - report was reviewed and discussed.
- c. Consent Agenda – presented by Hannah Skeen - no questions or comments.
  - i. Credit Card Report – presented by Peter Hughes - report was reviewed and discussed.
  - ii. Development Report – presented by J. Janell Cerva - report was reviewed and discussed.
  - iii. In-Kind Report – presented by Ashley Bishop - report was reviewed and discussed.
  - iv. Health/Mental Health/Special Needs Report – presented by Jamie Castleton and Victoria Edmonds - report was reviewed and discussed.
  - v. CACFP – presented by Peter Hughes - report was reviewed and discussed.
  - vi. Family Partnership Report – presented by Jamie Castleton - report was reviewed and discussed.
  - vii. ERSEA Attendance and Enrollment Report – presented by Jamie Castleton - report was reviewed and discussed.
  - viii. Education Report – presented by Aurora Howell – report was reviewed and discussed.

2023 Head Start Goals include: Increase Engagement & Attendance, Feel more engaged/communication with the Agency, Clarifying the Role between PC Rep and the FA Role.

Question 1: How can we improve PC attendance?

- 2 Raffle tickets in person, 1 Raffle ticket for on-line. End of meeting prizes.
- Start and end on time, topic focused.
- Avenue to discuss Site Concerns on off-meeting topics.
- Timing. Survey for the best time of day.
- Commitment/buy-in from Rep.
- Location is key. Mileage reimbursement/childcare service. Give out more info on options for attending.
- Hard to hear online. Microphone would be helpful.

Question 2. How can PC members better help/support/rep the parents from their sites?

A survey will be sent for more info and revisit these questions. We have till the end of April.

4. **Utah Community Action Services Training** – Self-Assessment, presented by Janell Cerva. The purpose of Self-Assessments is to identify our strengths, weaknesses, and identify areas of improvement.

### 5. Announcements/Other Business

- a. Policy Council Treasurer Report – Hannah Skeen
- b. Agency Updates – presented by Patrice Dickson  
Magna Expansion, SSL Central Kitchen Project, and looking for new space/locations were discussed.

**Motion to adjourn at 10:49 AM by Laurel Miller-Jones (Community Rep).**

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**Secretary Signature**