

**Minutes of the  
UCA Policy Council Meeting  
Zoom & In-Person  
Wednesday, February 21, 2024  
9:15 AM**

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A meeting of the Policy Council of Utah Community Action commenced via Zoom on Wednesday, February 21, 2024 at 9:18 AM.

**Policy Council Members Present:** Hannah Skeen (Executive Chair), Shaelee Perkins (Executive Vice-Chair), Bertha Alvarado (CCC), Maedelon May (Grantsville), Yocelin Vicente (KECC), Alexandra Bowser (Majestic), Elias Linares (Shriver), William Blackhair (U of U ECCP), Erin Yerra (Murray), Julia Herrera (Wendover), Jessica Tirado (Bennion), Henry Gonzalez (Bingham), Diana Lopez (JRR HB), Kathryn Passey (Midvale), Jared Lisonbee (Community Rep. 4), Laurel Miller-Jones (Community Rep.1) Sherrie Pace (Community Rep. 2), Joni Clark (Community Rep.3)

**Staff Members & Guests Present:** J. Janell Cerva (CISO), Patrice Dickson (COO), Stacy Weight (CAO), Peter Hughes (Accounting Manager), Jamie Castleton (Family Partnership, ERSEA, & Health Manager), Aurora Howell (Education Manager), Ashley Bishop (Policy Council Liaison), Christina Fuller (Executive Assistant), Jennifer Romney (FA), Kristen Carling (FA), Ashley Chatterton (FA), Tiffany Taggart (FA), Anne Mueller (Office of Head Start), and Mackey Smithy (Tanner, LLC).

**Policy Council Members Excused:** Emily Diaz (Chair Elect), Diana Cruz (Secretary), Odaliz Ceron (Noorda), Helen Gonzalez (Treasurer), Jenna Williams (Community Rep.5), Vanessa Tovar (ECCP SLCO), Barbera Garcia (ECCP NBH), Elexis Sanchez (South Salt Lake Community Center), Caren Vanesa Navas (Escalante), Yessica Manchego (Grant), Courtney Wilson (JRR), Stephanie Reyes (Magna), Ammara Rashid (HJS), Adeliene Contreras (NorthStar)

**Policy Council Members Absent:** Jasmine Harris (Horizonte), Suzanne Thatcher (ECCP RFK), Danae Brown (Creekside), Robert John De la Cruz (Riley), Maria Del Carmen Vargas (SLCC), Lilie Gil (Terra Linda), Tzitali Soto (UNP)

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

- November 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
- 2023 Carryover Request
- 2024 One-Time Funding Request
- 2024 Selection Criteria & Recruitment Plan
- Self-Assessment Template

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**1. Welcome**

Hannah Skeen called the meeting to order at 9:18 AM.

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

- a. Motion to approve the January Minutes was given by Bertha Alvardo (CCC), 2<sup>nd</sup> by Henry Gonzales (Bingham) - Motion passed unanimously.
- b. Motion to approve the Consent Agenda was given by Yocelin Vincente (KECC), 2<sup>nd</sup> by Bertha Alvardo (CCC) - Motion passed unanimously.
- c. Motion to approve the Budget Report was given by Yocelin Vincente (KECC), 2<sup>nd</sup> by Henry Gonzales (Bingham) - Motion passed unanimously.
- d. Stacy Weight presented the 2023 Carryover Request. Discussion ensued. Motion to approve the 2023 Carryover Request was given by Joni Clark (Community Rep), 2<sup>nd</sup> by Jessica Tirado (Bennion) – Motion passed unanimously.
- e. Stacy Weight presented the 2024 One-Time Funding. Discussion ensued. Motion to approve the 2024 One-Time Funding Request by Yocelin Vincente (KECC ), 2<sup>nd</sup> by Bertha Alvardo (CCC) – Motion passed unanimously.
- f. Patrice Dickson presented the 2024 Selection Criteria & Recruitment Plan. Discussion ensued. Motion to approve the 2024 Selection Criteria & Recruitment Plan by Kathryn Passey (Midvale), 2<sup>nd</sup> by Jessica Tiradon (Bennion) – Motion passed unanimously.
- g. Patrice Dickson presented the Self-Assessment Template. Discussion ensued. Motion to approve the Self-Assessment Template by Bertha Alvardo (CCC), 2<sup>nd</sup> Jessica Tirado (Bennion) – Motion passed unanimously.

## **3. Review of Reports**

- a. Januajry Minutes – presented by Hannah Skeen - no questions or comments.
- b. Budget Report – presented by Stacy Weight - report was reviewed and discussed.
- c. Consent Agenda – presented by Hannah Skeen - no questions or comments.
  - i. Credit Card Report – presented by Stacy Weight - 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 - 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 Patrice Dickson – report was reviewed and discussed.

4. **Utah Community Action 5 Year Strategic Planning** – presented by J. Janell Cerva.

## **5. Announcements/Other Business**

**Motion to adjourn at 10:22 AM by Bertha Alvardo (CCC).**

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**Secretary Signature**