

## Call to Order

Meeting was called to order at 4:39pm by Dana Flanders at our Niles Bell Location.

## Roll Call

Ashley Jaffee-Montgomery, Brian Saxton, Dana Flanders, attended. Katy Carpenter on the phone. Quorum was met.

## \* Approval of Minutes from Public Meeting on February 22, 2019

No corrections or questions. Brian Saxton made a motion to approve. Ashley Jaffee-Montgomery seconded. Motion passed.

## \* Directors Report

1. Grant Progress – still no update
2. Location search – on hold, pending grant approval
3. Turnover in families in EHS has greatly reduced
4. We were able to clear out the storage unit we were paying for in Benton Harbor.

Ashley Jaffee-Montgomery motioned to approve, Brian Saxton seconded. Motion passed.

## \* Finance Report

- Will figure out the 401K contributions during the week of April 8<sup>th</sup>.
- Going to purchase a new module to add to the Abila program that will allow electronic entry and approvals of mileage and reimbursements. This will eliminate a large portion of paper checks that are currently being printed and mailed out, ultimately saving time and money. Eventually a new accounting software will be purchased but that will be in a few years.
- The board was presented with 4 versions of the finance reports to receive on an ongoing basis. Version 2 was selected with the full report being available at each meeting.
- A motion was made to add Matthew Murphey-DuBay and Brian Saxton to the Bank Account and to have Chanda Hillman and Matthew Murphey-DuBay as authorized users on the credit card with Mercantile Bank of Michigan. Ashley Jaffee-Montgomery motioned to approve, Katy Carpenter seconded, motion passed.

Brian Saxton motioned to approve, Ashley Jaffee-Montgomery seconded, motion passed.

## \*Finance Committee New Member

Motion tabled until the May Meeting.

## \* Revised Human Resources Policies

Procedure for entering time into Abila, Abila – How to approve time, and Delivering Progressive Discipline and Handling Difficult Conversations. Ashley Jaffee-Montgomery made a motion to approve. Brian Saxton seconded. Motion passed.

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## Retiree Health Insurance

Foster-Swift is looking into the taxes of this account. Has been on tax returns but possibly not filed correctly. Could potentially owe \$20/day for as long as it was opened back in 2003, or we can pay \$1500 and an auditor to file the correct paperwork. We need to change out the trustees, to make any further changes. If we end up not owing, the plan is to dissolve the account and use towards vehicles for Family Advocate and Home Visitor use. Once more information is gathered by Foster-Swift we will move forward with any changes.

## \* New Business

No new business.

## Board Recruitment

Discussed a formalization of the process and the documents provided.

## Pleasure of the floor

A question was raised about providing families private pay child care, that is something that we may consider in the future, but not at this time.

## \* Adjournment

Brian Saxton motioned to adjourn. Ashely Jaffee-Montgomery seconded. Meeting adjourned at 5:40pm

\*Denotes approval needed

## Minutes Approved: May 30, 2019

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