

Call to Order

Meeting was called to order at 5:31p by Dana Flanders at our South Haven Location.

Roll Call

Joseph Goepfrich, Dana Flanders, Ranee Conley, Michael Bedford, Cheri Bell, Zech Hoyt, Brian Saxton attended in person. Maria Zavala, Melinda Rodgers by phone. Quorum was met.

*Approval of Minutes from Public Meeting on August 22, 2019

No corrections or questions. Joseph Goepfrich motioned to approve. Cheri Bell seconded. Motion passed.

Policy Council Report

Quorum wasn't met at previous meeting, will send via email for vote, all in attendance did pass all items. Correction: The field trip policy was tabled to correct wording on the policy. The policy will be reintroduced at the October PC meeting.

*Directors Report

- Highlights
 - Nearing full enrollment / challenges with staffing needs (maternity leave) however, celebrating expectation of full enrollment 1st week in October
 - 120 hours of PD in August!
 - 36 staff engaged in continuing education
 - Ed support in classrooms in full swing
 - EHS Family Service numbers are up from document printed - many targeted days of canvassing
- Michael Bedford motioned to approve, Joseph Goepfrich seconded. Motion passed.

* Finance Report

Training funds are allocated. Larger purchases starting to come through. Nothing out of the ordinary for expenditures.

-Highlights

- Cameras installed on buses cost expected to be less than expected, will move remaining funds when billed and a final cost is determined, must be moved within equipment lines
- Balance sheet challenges notes regarding CACFP and agency software.
- Amended balance sheet approved by Dana Flanders, confirming printed amendment

Joseph Goepfrich motioned to approve. Cheri Bell seconded, motion passed.

* Revised Policies and Procedures

- Safe Sleep Practices
- Support for Enrolled Families
- Classroom Pets
- Classroom Plants

Tri-County Head Start Mission: *To be a vibrant and progressive educational agency supporting the development of children 0-5 years of age while promoting healthy family functioning for Head Start children and families in Berrien, Cass, and Van Buren Counties.*



- Field Trip Policy

Michael Bedford made a motion to approve. Raneé Conley seconded. Motion passed.

* Travel & Conference Policy

Other organizations travel policies were discussed. Discussion regarding the intention of changes was to encourage and support professional development attendance without penalty to staff, ie hours paid. It was decided that Chanda, Joseph, and Maria would work on the content and bring to the October meeting.

Pleasure of the floor

The topic of the September 17th letter that went out to staff regarding wage freezes. Questions were asked by those in the audience and Board members regarding the decision that had been made in the Finance committee. It was decided to suspend the wage freeze at this time, until a wage scale could be put in place. Michael Bedford made the motion to approve. Cheri Bell seconded. Motion passed.

Another topic that was discussed was the lowering of the cap of leave hours that could be carried over from 320 to 160. A decision that was made in August of 2018. It was decided that this topic would be taken up at another time.

Chanda Hillman discussed that she had spoken with ACORN evaluation, in addition to other Evaluation organizations, and Acorn was willing to provide a Data Capacity Assessment that was a smaller fiscal and time commitment, than the desired full year-long evaluation. The Board approved the allocating of \$12,000 from the Board account, to cover this cost. Dana Flanders made the motion to approve. Zech Hoyt seconded. Motion passed.

Next Meeting

Board – October 17, 2019 5:30 pm at our Spinks location.

* Adjournment

Dana Flanders motioned to adjourn. Zech Hoyt seconded. Meeting adjourned at 7:15 pm.

*Denotes approval needed

Minutes Approved: 10/19/19

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