

## Call to Order

Meeting was called to order at 6:00pm by Joseph Goepfrich at the Paw Paw Administration Building.

## Roll Call

Joseph Goepfrich, Ranee Conley, Michael Bedford, Melinda Rodgers and Jazmine Jibawi attended in person. Zech Hoyt by phone. Quorum was met. Cheri Bell, Maria Zavala, and Brian Saxton not in attendance, acknowledgement of absence noted.

## \*Approval of Minutes from Public Meeting on September 19, 2019

No corrections or questions. Joseph Goepfrich motioned to approve. Melinda Rodgers seconded. Motion passed.

## \*Acceptance of Resignation

Dana Flanders resigned as Board Chair and from Finance Committee. Joseph Goepfrich articulated gratitude for her service. Zech Hoyt motioned to approve. Melinda Rodgers seconded. Motion passed.

## \*Election of Officers

Ranee Conley nominated Joseph Goepfrich to serve in the role of Board Chair.

Discussion regarding his interest, willingness and availability. Ranee Conley motioned to approve. Jazmine Jibawi seconded. Motion passed.

- Additional discussion regarding the next need will be to elect a Vice Chair and address the need for a Treasurer rather than show a combined role of Secretary / Treasurer, to be included in the next Board Meeting Agenda. Treasurer will also serve on the Finance Committee.

## Policy Council Report

Shared approval for policies, discussed excitement over adding the number of potential opportunities for field trips.

## \*Directors Report

- Highlights:
  - Grant due November 1, 2019
  - New Buffalo to open 1st Monday in November expecting fire and environmental inspections to clear.
    - Currently fully enrolled and serving through home visiting
  - Need 5 bus drivers - expect that when transportation opportunities stabilize, attendance / enrollment will stabilize

Michael Bedford motioned to approve, Jazmine (Last name) seconded. Motion passed.

## \* Finance Report

- Highlights
  - Continue to await camera installation and bus delivery
  - OHS Information Referendum - potential to combine line items from EHS and HS rather than continuation of budgeting independently (More information to come)

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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.*

Playgrounds:

- Watervliet location complete
- New Buffalo location has begun

Melinda Rodgers made a motion to approve. Michael Bedford seconded. Motion passed.

### \*Grant Application

Review and approval of the new 5-year non-competing grant. February 2020 - January 2025 application  
Zech Hoyt made a motion to approve. Jazmine (last name) seconded. Motion passed.

### \*Wage Scale

Review of benefit and wage summary

- Currently Tri- County wages are below
- Discussion of importance of projection and sustainability

Zech Hoyt made a motion to approve. Jazmine (Last name) seconded. Motion passed.

### \* Revised Policies and Procedures

- Training and Conference Travel  
Melinda Rogers made a motion to approve. Michael Bedford seconded. Motion passed.
- Southwestern Michigan College Education Cohort
  - Raneë Conley recused from discussion and vote  
Melinda Rogers made a motion to approve. Michael Bedford seconded. Motion passed.

### Pleasure of the floor

Joseph Goepfrich requested discussion of the bylaws. Joseph Goepfrich, Chanda Hillman, Zech Hoyt, Melinda Rogers will work together mostly via email and report back.

### \*Election of Board Officers

Joseph Goepfrich was elected as Board Vice-Chair. Raneë Conley was elected as Board Secretary.

### Next Meeting

November 21,, 2019 5:30 pm at our Dowagiac location.

### \* Adjournment

Melinda Rogers motioned to adjourn. Jazmine Jibawi seconded. Meeting adjourned at 7:04pm

\*Denotes approval needed

## Minutes Approved: 11/21/19

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