

Call to Order

Meeting was called to order at 5:30 pm by Brian Saxton at our Benton Harbor Location.

Roll Call

Brian Saxton, Raneë Conley, Cheri Bell, Zech Hoyt, Maria L Zavala attended in person. Melinda Rodgers and Michael Bedford by phone. Quorum was met.

Joseph Goepfrich's absence was noted and excused.

*Approval of Agenda

Maria L Zavala motioned to approve. Second -Cheri Bell Passed

*Approval of Consent Agenda

Zech Hoyt motioned to approve. Second Raneë Conley- Passed

Board Education

Self-Evaluation Process - workgroup scheduled for February 28, 2020 at HSO

Successes and Updates

- testimonial shared by TCHS Director of current GSC director who attributes her growth personally professionally to the opportunities she experienced as a Head Start parent.

Report from Policy Council- Quorum not met 1-22-20, following up with email votes. Expecting all items to pass (see Policy Council Agenda and notes 1-22-20)

*Monitoring Report

Director's Report - Cheri Bell motioned to approve. Second - Maria L Zavala- Passed

Enrollment December reported full both EHS and HS, January expecting to report full both EHS and HS

Requested teacher waiver approved.

Review of document provided.

Finance Report - Cheri Bell motioned to approve. Second Zech Hoyt- Passed

Request from CFO to move as quickly as possible once the bylaws are updated through attorney, specifically stating comfort level with Board account and need for true board treasurer engagement.

Explanation of EFT email notification. Although an approved practice, it is not a common practice for addressing expenditures. Explanation included issues of timelines and account balances colliding. It is the CFO's preference to maintain the typical practice. No concern from the board.

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.*

Board Work on the Strategic Plan

Review of 5-year goals to begin February 1, 2020

*Board Policy Review

Zech Hoyt motioned to approve. Second Michael Bedford - Passed

Selection and enrollment - reviewed as required

Adjusted points- increased value

Families needing transportation

Families with less than a HS Diploma or GED

*Board Decisions

A. Buses and funds retained for purchase

a. bid sheet and explanation provided

Melinda Rodgers motioned to approve. Second - Maria L Zavala - Passed

B. Change type of account for Board account

a. Current account has federal rules and regulations that do not meet our withdrawal needs and must be changed.

The Board authorizes the TCHS CFO to initiate and complete the transition of the current Tri County Head Start Board account from its current type, to the type that meets both grant requirements and federal regulations for withdrawal moving forward.

Cheri Bell motioned to approve. Second Zech Hoyt- Passed

C. Closing of Huntington Account

a. Current account has access / location limitations.

Once the account has cycled through all expenditures, The Board authorizes the TCHS CFO to initiate conversation, provide documentation required and complete the closure of this account.

Cheri Bell motioned to approve. Second Maria L Zavala - Passed

D. GSRP Account Fund #s

a. Newly formed blended classrooms are required to provide a separate budget with account numbers that align to the state funding partner for their grant reporting.

The Board authorizes the finance department to establish a secondary budget sheet utilizing the required account numbers to report spending within the Head Start budget as a subrecipient of the state funds, fulfilling partnership requirements.

Ranee Conley motioned to approve. Second Melinda Rodgers- Passed

Communications

Continued work is occurring on the Bylaws by the set committee- Articles of Incorporation being reviewed
Governance Screener and Certification due 3.15.2020 - discussed planned for February meeting

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Board Process Review

Question regarding data of homelessness, concerning significant increase in numbers. Discussion included drastic contrast from 2013 - in part speculation of increased understanding of criteria. Two board members discussed experience as McVento liaisons with that timeframe and increased requirements and supports to inform direct service staff. Additional discussion led by a board member as an expert in the field of housing needs regarding access and availability of safe and affordable housing options for rent and feasibility of owning. All acknowledge concern and data supports it is a critical need in our communities.

Next Meeting

Board – February 20, 2020 SMC site 58900 Cherry Grove Rd, Dowagiac, MI 49047

* Adjournment

Maria L Zavala motioned to adjourn. Second Cheri Bell adjourned at 7:03 pm.

*Denotes approval needed

Minutes Approved: 2/20/2020

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