

1. Welcome and Preliminaries

- a. Call to Order - Meeting was called to order at 5:01pm by Joseph Goepfrich in a Zoom virtual meeting format.
- b. Roll Call - Joseph Goepfrich, Ranee Conley, Melinda Rogers, Brian Saxton, Maria Zavala Paredes, Michael Bedford, Cheri Bell, Sherry Bennet, Kristen Chism, Anna Carter were present. Quorum was met.

2. Approval of Agenda

- a. Conflict of Interest – none to report
- b. * Approval of Excused Absences – Zech Hoyt was not present. Melinda motioned to approve absence. Brian Saxton seconded. Motion passed.
- c. * Approval of Agenda – Additions: Restatement of Articles of Incorporation, Job Descriptions, Accept Auditors Report, Audit Bids for next year. Brian Saxton motioned to approve. Maria Zavala Paredes seconded. Motion passed.

3. * Consent Agenda Items

- a. Minutes from meeting on May 28, 2020 – Melinda Rogers motioned to approve. Cheri Bell seconded. Motion passed.

4. Board Education

- a. Annual Audit Presentation – Presentation from Patrick Sage from Kruggel Lawton, CPA. The board received the report prior to the meeting. One month behind on the regular presentation due to COVID. Thank Laura Burtis for making sure everything was in order for the audit and being well organized. No issues. Unmodified opinion, Highest form of opinion. Everything presented was acceptable and correct. Organization is in good standing.

5. * Monitoring Reports

- a. Directors Report (May & June) – COVID funds arrived, so can begin to order supplies to prepare for program year, still waiting for COLA notice, preparing for virtual preservice trainings, plans for return to in-person services to align with school districts. Brian Saxton motioned to approve. Michael Bedford seconded. Motion passed.
- b. Finance Report (May & June) – Not much to report, typical expenses and supplies. No CACFP because of closures. No In Kind as well due to closures. Did receive GSRP funds. Michael Bedford motioned to approve. Melinda Rogers seconded. Motion passed.

6. Board work on Strategic Vision

- a. 5-year Goals. Additional data will be shared at the next meeting. Pause in reporting due to COVID responses. May need to revisit our staff and child attendance goals. Staff still moving forward in education attainment. Unintended consequences of COVID closures is the potential to bring in speakers virtually.

7. * Board Policy Review

- a. * Guide to Safe Start – Tool for families and staff to guide our work. Melinda Rogers motioned to approve; Anna Carter seconded. Motion passed.

8. Board Decisions

- a. * 2019-2020 Annual Report - Brian Saxton motioned to approve; Maria Zavala seconded. Motion passed.

- b. *Family Handbook – Need to look at updating next year to organize and make more concise for families. Brian Saxton motioned to approve; Raneé Conley seconded. Motion passed.
- c. * Employee Handbook – Maria Zavala motioned to approve; Brian Saxton seconded. Motion passed.
- d. * Mercantile Bank – Authorized signers: Will need to remove Matthew Murphy-DuBay and approve the signers of Joseph Goepfrich, Brian Saxton, and Chanda Hillman as signers on the Mercantile Bank account – Melinda Rogers motioned to approve; Michael Bedford seconded. Motion passed.
- e. * Budget lines for GSRP Funds – Adding the fund to track GSRP funds. Maria Zavala motioned to approve; Melinda Rogers seconded. Motion passed.
- f. * Articles of Incorporation – Maria Zavala motioned to approve; Brian Saxton seconded. Motion passed.
- g. * Job Descriptions (Peer Support Teacher, Substitute Supervisor) – Anna Carter motioned to approve; Raneé Conley seconded. Motion passed.
- h. * Bid for Auditors – Brian Saxton motioned to approve; Melinda Rogers seconded. Motion passed.
- i. * Finance Audit – Michael Bedford motioned to approve; Brian Saxton seconded. Motion passed.

9. Communication

- a. CFO Search – moving through the process. Should have a proposal and candidate soon for board approval.

10. Board Process Review

- a. Pleasure of the Floor – Brian Saxton asked about where we think schools will be in September.

11. Adjournment

- a. Michael Bedford motioned to approve. Melinda Rogers seconded. Meeting was adjourned at 6:28pm.

*Denotes approval needed

Minutes Approved: September 24, 2020

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.*