

Policy Council Meeting Minutes

October 14, 2020 4:30pm

Via Zoom Virtual Format

1. Welcome & Introductions

Chanda Hillman welcomed all new PC members and began with introductions.

2. Training – PC Meeting Process and Details of Reports Presented

Chanda Hillman discussed how the meeting will progress, and explained the details of the reports that will be presented, in addition to what to look for.

3. Call to Order, discussion of agenda

Meeting was called to order at 4:38pm by Sherry Bennet.

4. Roll Call – note absences (approved/unapproved)

Policy Council members present included: Jacqueline Gilmore (Benton Harbor), Jennifer Unger (Cassopolis), Tara Hamilton (Gobles), Meggan Lesnick (New Buffalo), Amy Willis (Spinks), Sherry Bennett (Community Member). The meeting did not meet quorum with the newly elected members. To meet quorum, 10 members needed to be present. The meeting was continued and the votes were documented. Once the meeting concluded, the items needing approval were emailed to the remaining PC members for their approvals. The following PC members approved through email: Ashley Jaffee-Montgomery (Dowagiac), Bethanie Cawley (Sawyer), Stacey Staley (SMC), Evelin Garcia (South Haven), Roselle Stout (Gray St. Home Visiting), Kristen Chism (Community Member), Anna Carter (Community Member). Through the email vote quorum was met.

Policy Council Members that did not attend or vote by email were: Stephanie Newcomb (Bangor CEC), Corinne Hurd (Marcellus), Magdalene Mather (Niles Bell), Heather Aperans (Paw Paw), Lakesha McKinney (River of Life)

5. * Approval of Minutes

a. Public Meeting on July 23, 2020

Sherry Bennet motioned to approve. Tara Hamilton seconded. Motion passed.

6. * Directors Report – July, August, September

Chanda Hillman discussed enrollment, personnel decisions, grant application progress, COVID considerations, and the beginning of the program year, in addition to the departmental reports. Tara Hamilton motioned to approve. Jennifer Unger seconded. Motion passed.

7. * Finance Report – July, August, September

Laura Burtis explained in detail the Finance Report, described each category and why it was listed. In addition she described what it might look like if there were concerns. Megann Lesnick motioned to approve. Tara Hamilton seconded. Motion passed.

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8. * 2021-2022 Non-Competing Continuation Grant – Abbreviated

The grant application was discussed in addition to how the grant cycle works. Meggan Lesnick motioned to approve. Sherry Bennett seconded. Motion passed.

9. * Bids for Installation of Bus Cameras

Bids were discussed for the installation of two bus cameras onto new buses. The bid for Holland Bus Company were selected. Tara Hamilton motioned to approve. Meggan Lesnick seconded. Motion passed.

10. * Teacher Waiver

A Teacher Waiver for Dawn Sexton was requested for a teaching position in a Benton Harbor classroom. Meggan Lesnick motioned to approve. Tara Hamilton seconded. Motion passed.

11. * Election of PC Chair, Vice-Chair, and Secretary

This item was moved to the parking lot due to not meeting quorum.

12. Review Guide to Safe Start

Discussed changes that will need to be made due to the Michigan Supreme Court decision regarding the Governors Executive orders. Additionally, this document will be reviewed at meetings for the remainder of the program year.

13. 5-year goal progress

Discussed the progress the organization has made for towards the 5-year goals along with challenges due to COVID-19. This item will be reviewed at every meeting for the program year.

14. Training – Parent Committee Meetings

Discussed the purpose and steps to parent committee meetings. We will continue on this training at future meetings.

15. Pleasure of the floor

No comments were made.

16. Next Meeting Date

November 18, 2020 at 4:30pm via Zoom

17. * Adjournment

Tara Hamilton motioned to adjourn. Meggan Lesnick seconded. Meeting was adjourned at 5:59pm

Approved: 11/18/2020

*Denotes approval needed

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