

## Policy Council Meeting Minutes

December 16, 2020 4:30pm

Via Zoom Virtual Format

### 1. Welcome & Introductions

Chanda Hillman welcomed all PC members.

### 2. Call to Order, Discussion of Agenda

Tara Hamilton called the meeting to order at 4:32pm.

### 3. Roll Call – note absences (approved/unapproved)

Policy Council members present included: Perla Medina Caro (Decatur), Tara Hamilton (Gobles), Corinne Hurd (Marcellus), Tiffany Lawrence (Niles Brandywine), Anna Carter (Community Member, Cass County GSC), Kristin Chism (Community Member, Berrien County GSC). Quorum was not met at the meeting. Following the meeting the following members voted by email: Stephanie Newcomb (Bangor CEC), Ashley Jaffee-Montgomery (Dowagiac), Meggan Lesnick (New Buffalo), Stacey Staley (SMC), Amy Willis (Spinks), Lakesha McKinney (River of Life). Guests at the meeting included: Chanda Hillman (CEO/Executive Director), Gloria Walter (Family Services Director), Patti Masters (EHS education Director), Lourdes Franco-Puzevic (HR Director), Laura Burtis (Finance Manager); Ana Moreno (Family Advocate), Amanda Raymond (Family Advocate), Emily Siefke (Preschool Classroom Administrator), Noelle Krawiec (Center Director/Family Advocate), Angela Dickerson (Parent Liaison, Van Buren GSC)

### 4. \* Election Secretary

Secretary nomination – Jen Unger. Kristin Chism motioned to approve. Perla Medina Caro seconded. Motion passed.

### 5. \* Approval of Minutes

#### a. Public Meeting on November 18, 2020

Kristin Chism motioned to approve. Perla Medina Caro seconded. Motion passed.

### 6. \* Directors Report

Chanda Hillman discussed enrollment, personnel decisions, and location searches. Also reviewed expectations for outstanding grant applications and the Focus Area 1 federal review to take place the week of January 11. The individual department updates were also reviewed. Anna Carter motioned to approve. Kristin Chism seconded. Motion passed.

### 7. \* Finance Report

Laura Burtis explained the Finance Report. She discussed CACFP, Credit Cards, and In-Kind in addition to a future In-kind waiver. All financials are in good standing. Laura also discussed ideas for in-kind and how we will update the process. Anna Carter motioned to approve. Kristin Chism seconded. Motion passed.

8. \* Eligibility and Selection

Gloria Walter trained on the background of the Eligibility and Selection policy, why it is in place, and how it is used in the program. Gloria also discussed the proposed changes around the added selection points for families experiencing the health and financial impacts of COVID-19. Kristin Chism motioned to approve. Anna Carter seconded. Motion passed.

9. \* COVID work from home policy

This policy will be moved to the January meeting.

10. \* Guide to a Safe Start and COVID preparedness and response policy

The revised document was discussed. The revisions were based on the additions of COVID coordinators at each site. This document will be reviewed and updated monthly. Kristin Chism motioned to approve. Anna Carter seconded. Motion passed

11. 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.

12. Training –

- a. School Readiness Goals
- b. Class Scores
- c. GGK – Growing Great Kids
  - i. Patti Masters trained on the above topics. She reviewed the purpose and what they include, in addition to how we use them within the organization.
- d. Eligibility and Selection
  - i. Gloria Walter trained on Eligibility and Selection before the motion was made for the approval of the updated policy.

13. Report on Board Meeting from November 19, 2020

The board passed all items, and discussed future needs for board members and fundraising capabilities.

14. Report from Parent Committee Meetings

Noelle Krawiec from New Buffalo discussed the meeting they had. It included 3 parents out of 12 families and they had no concerns.

15. Report from Great Start Collaboratives

Angela Dickerson discussed the structure of the Office of Great Start at the state level and the programs that flow from that. She talked about the goals of the Great Start Collaboratives and the strategic plans they put together, in addition to the projects that help them achieve those goals. Anna Carter, discussed some of the ways that Cass county is different and similar and some of their unique projects. Kristen Chism talked about similar items including the Talking is Teaching campaigns.

16. Pleasure of the floor

No comments.

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.*



17. Next Meeting Date

January 20, 2021 at 4:30pm via Zoom

18. \* Adjournment

Anna Carter motioned to adjourn. Kristin Chism seconded. Meeting was adjourned at 6:02pm.

Approved: 1/20/21

\*Denotes approval needed