

Board Meeting Minutes

November 19, 2020 5:30pm

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <p>Introductions were made. Board Members in attendance – Joseph Goepfrich, Brian Saxton, Zech Hoyt, Cheri Bell, and Maria Zavala were present. Guests included Chanda Hillman, Laura Burtis, Lourdes Puzevic, and Patti Masters. Quorum was met. Meeting called to order at 5:32pm.</p>
2.	<p>Approval of Agenda</p> <p>A. Conflicts of Interest - None were reported</p> <p>B. * Approval of Excused Absences – Michael Bedford was absent, no reason given. Absence not excused.</p> <p>C. * Approval of Agenda -. Maria Zavala motioned to approve. Zech Hoyt seconded. Motion passed. (Board Members can remove items from consent agenda at this point)</p>
3.	<p>Consent Agenda Items</p> <p>A. *Minutes from meeting on October 15, 2020 – Brian Saxton motioned to approve. Zech Hoyt seconded. Motion passed.</p>
4.	<p>Board Education</p> <p>A. Focus Area 1 Monitoring Review – Chanda Hillman presented to the Board</p> <p>a. Overview - video presented, Monitoring Review will take place before June of 2021; Tri-County will receive 45-day notice prior to scheduling the review process</p> <p>b. Governance - Joseph noted the Board should not be involved in the details of the information necessary for Focus Area. Maria Zavala asked if FAQ was possible; Brian noted Tri-county is well positioned and prepared for the review.</p>
5.	<p>Monitoring Reports</p> <p>A. * Director Reports – Directors Reports - presented by Chanda Hillman; review of Continuation Grant on-going due to addition questions from National Head Start office, but no concerns overall, current overall enrollment at 81% with 34% of students utilizing remote learning tools; reviewing new possible location at Countryside, dream location that includes outdoor classrooms, 8 acres and a chicken coop; however, not enough bathrooms at this time; need site in Bloomingdale; Head Start Home Learning kits delivered; Early Head Start rain suits provided to students, good professional development opportunity in infant massage; Family Service Department: utilizing radio</p>

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.*

ads, social media and YouTube seeing more enrollment, Health Services: meeting goal of 10% of enrolled students with IEP or IESP, 21 families referred for additional services, well child and dental visits behind but this is COVID related; Operations: bus cameras being installed, building maintenance, licensing and IT all going well; Human Resources: turn over currently 19.2% mostly due to staff needing to leave to take care of their own families; Attendance: the goal is 85% attendance, not there although COVID is impacting, evaluating what counts as a session e.g Zoom versus by phone; Planning on \$250k spending on equipment for families, maybe more funding for Head Start, more buses and PPE, Home Learning Kits. Brian Saxton motioned to approve. Zech Hoyt Seconded. Motion passed.

- B. * Finance Report – Contracted CPA commended Laura on her good performance in the Finance Director role. Laura reported year to date spending; Will be seeking a waiver for the in-kind contribution requirement for Head Start grant. Brian Saxton motioned to approve. Zech Hoyt seconded. Motion passed.

6. Board Work on the Strategic Vision

(Report on Progress of Organizational Goals)

- A. 5-year Goal Progress – reviewed progress in 5-year goals, Chair Joseph Goepfrich stated he was happy with the progress; Maria Zavala commented on the need for more sites. There will be an Early Head Start expansion of 9 classrooms if the grant is awarded.

7. Board Policy Review

- A. Revised Guide to a Safe Start - reviewed updated documents due to MDHHS order concerning COVID, no major changes. PC Approved, Board voted to approve. Motion passed.

8. Board Decisions (Motions)

- A. * Employee Health Insurance – Presented the new options, including lowering the cost of insurance for employee + dependent, and employee + family. In addition to adding a FSA, adding a PPO option for Indiana employees, and switching voluntary options from Unum to Mutual of Omaha. Finance Committee approved, Board approved. Motion passed.

9. Communications

(significant events and operations)

- A. Report from the Finance Committee - Won't be able to expend all grants due to COVID, remote learning; in kind may not reach the goal, flexibility expected by the National Head Start office.
- B. Report from the Policy Council - Chanda reported that the Policy Council Chair and Vice Chair will be attending the next Board meeting.

10. Board Process Review

- A. Pleasure of the Floor – Michael Bedford is moving. Tri-County will need to recruit a new board member who is an attorney. Check the updated Board Roster. Need to send a resume or CV to Chanda.

11. * Adjournment and Post Meeting Assignments

Brian Saxton motioned to adjourn. Cheri Bell seconded. Meeting adjourned at 6:41pm.

12. Executive Session (if required)

13. Parking Lot

- Recruitment of new Board Members

*Denotes approval needed

Approved: 12/17/2020