

Policy Council Meeting Minutes

November 18, 2020 4:30pm

Via Zoom Virtual Format

1. Welcome & Introductions

Chanda Hillman welcomed all PC members and began with introductions. Reminded PC members to send in their Conflict of Interest and Code of Conduct documents.

2. Call to Order, Discussion of Agenda

Chanda Hillman discussed how the meeting will progress. The meeting was called to order at 4:32pm

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

Policy Council members present included: Jennifer Unger (Cassopolis), Perla Medina Caro (Decatur), Ashley Jaffee-Montgomery (Dowagiac), Tara Hamilton (Gobles), Corinne Hurd (Marcellus), Meggan Lesnick (New Buffalo), Tiffany Lawrence (Niles Brandywine), Stacey Staley (SMC), Amy Willis (Spinks), Anna Carter (Community Member, Cass County GSC). Quorum was met.

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

Election was put in the parking lot and will be a virtual election.

5. * Approval of Minutes

a. Public Meeting on October 14, 2020

Meggan Lesnick motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.

6. * Directors Report - October

Chanda Hillman discussed enrollment, personnel decisions, location searches, and the "Giving Plate", in addition to the departmental reports. Ashley Jaffee-Montgomery motioned to approve. Anna Carter seconded. Motion passed.

7. * Finance Report – October

Laura Burtis explained in detail the Finance Report, described each category and why it was listed. She discussed CACFP, Credit Cards, and In-Kind in addition to a future In-kind waiver. All financials are in good standing. There is a possibility that training funds will be remaining at the end of the year. Ashley Jaffee-Montgomery motioned to approve. Corinne Hurd seconded. Motion passed.

8. * Employee Health Insurance

The new coverage was discussed including the options for staff. The existing Health Blue Living plan will remain in place, in addition to an option for Indiana staff. Dental and vision coverage will remain the same. Employer provided live insurance will transfer from Unum to Mutual of Omaha and be increased from \$10,000 to \$20,000. Voluntary coverages will transition from Unum to Mutual of Omaha for mostly better and less expensive coverage. Also a Flexible Spending plan will be implemented. Additionally, cost for employee +1 and employee +family coverage will be reduced greatly. Meggan Lesnick motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.

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.*

9. * Guide to a Safe Start

The revised document was discussed. The revisions were based on new MDHHS regulations, MIOSHA, and Child Care Licensing changes. This document will be reviewed and updated monthly. Anna Carter motioned to approve. Corinne Hurd seconded. Motion passed.

10. 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.

11. Training –

a. Interviews

Discussed that PC members would be invited to sit in on all staff interviews because their voices were important in selecting the staff for our services.

b. Focus Area 1 Monitoring Review

Talked about the training video that was sent out and what to expect for the upcoming FA1 review and how it related to their role in the organization governance.

12. Report on Board Meeting from October 15, 2020

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

13. Report from Parent Committee Meetings

Meggan Lesnick talked about the meeting she held at New Buffalo.

14. Pleasure of the floor

Tara Hamilton asked if there was a new form for Parent Committee meetings and Chanda said she would send those out.

15. Next Meeting Date

December 16, 2020 at 4:30pm via Zoom

16. * Adjournment

Ashley Jaffee-Montgomery motioned to adjourn. Corinne Hurd seconded. Meeting was adjourned at 5:36pm

Approved: 12/16/2020

*Denotes approval needed

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.*