

Board Meeting Agenda

October 15, 2020 5:30pm

[Virtual – Zoom](#)

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <p>Introductions were made. Board Members – Joseph Goepfrich, Brian Saxton, Zech Hoyt, Cheri Bell, and Maria Zavala were present. Quorum was met. Meeting called to order at 5:34pm.</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 - Items added to the agenda included raising the limit of double signatures on checks. Brian Saxton motioned to approve. Cheri Bell 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 September 24, 2020 – Brian Saxton motioned to approve. Maria Zavala seconded. Motion passed.</p>
4.	<p>Board Education</p> <p>A. Grant Cycle and Federal Audit Cycle – Chanda Hillman reviewed the grant cycle and the upcoming Federal Audits to be expected in the near future.</p> <p>B. Zech Hoyt reported on the status of the Finance Committee meeting.</p>
5.	<p>Monitoring Reports</p> <p>A. * Director Reports – September – Chanda Hillman reviewed grant progress, enrollment, including upcoming events to expect. Brian Saxton motioned to approve. Cheri Bell Seconded. Motion passed.</p> <p>B. * Finance Report – September – Laura Burtis reviewed the current financials. Nothing of concern, seeing some shifts in expenses due to COVID. Brian Saxton motioned to approve. Maria Zavala seconded. Motion passed.</p>
6.	<p>Board Work on the Strategic Vision (Report on Progress of Organizational Goals)</p> <p>A. 5-year Goal Progress – reviewed progress in 5-year goals, in addition to where challenges are.</p>
7.	<p>Board Policy Review</p> <p>None listed for this month. Next month the Guide to Safe Start will be included in this section.</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.*

8. Board Decisions (Motions)

- A. * 2021-2022 Non-Competing Continuation Grant Application (Abbreviated application) – the Non-Competing Continuation Grant application was discussed in addition to the reason for the non-federal match waiver. Maria Zavala motioned to approve the 2021-2022 non-competing continuation grant application with the non-federal match waiver. Brian Saxton seconded. Motion passed.
- B. * Bids for Bus Camera instillation – bids for the bus camera instillation were discussed. Holland Bus Company was selected. Brian Saxton motioned to approve. Maria Zavala seconded. Motion passed.
- C. * Nomination of Board Secretary – Cheri Bell has been nominated to the Board Secretary position that was recently vacated. Brian Saxton motioned to approve. Maria Zavala seconded. Motion passed.
- D. * Nomination of Finance Committee member – Maria Zavala was nominated to a position on the Finance Committee. Brian Saxton motioned to approve. Cheri Bell Seconded. Motion passed.
- E. * Teacher Waiver – a waiver for Dawn Saxton was discussed. Maria Zavala motioned to approve. Brian Saxton seconded. Motion passed.

9. Communications

(significant events and operations)

- A. Presentation of Finalized By-Laws – the finalized by-laws were presented to the board.
- B. Review Guide to Safe Start – with the changing pandemic, this report will be reviewed on a monthly basis. This item will move into the Board Policy Review section.

10. Board Process Review

- A. Pleasure of the Floor – Joe discussed the request for more board members. We can have up to 11.

11. * Adjournment and Post Meeting Assignments

Brian Saxton motioned to adjourn. Cheri Bell seconded. meeting adjourned at 6:43pm.

12. Executive Session (if required)

13. Parking Lot

- Recruitment of new Board Members

*Denotes approval needed

Approved: 11/19/20