
Policy Council Meeting Minutes

January 20, 2021 4:30pm

Via Zoom Virtual Format

1. Welcome & Introductions

Chanda Hillman welcomed all PC members and everyone introduced themselves. Chanda also asked Sherry Bennett to take the lead of the meeting due to the absence of the Chair and Vice-Chair.

2. Call to Order, Discussion of Agenda

Sherry Bennett called the meeting to order at 4:37pm.

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

Policy Council members present included: Tiffany Lawrence (Niles Brandywine), Anna Carter (Community Member, Cass County GSC), Kristin Chism (Community Member, Berrien County GSC), Jennifer Unger (Cassopolis), Meggan Lesnick (New Buffalo), Bethanie Cawley (Sawyer), and Sherry Bennett (Community Member, Van Buren County GSC). Quorum was not met at the meeting. Following the meeting the following members voted by email: Ashley Jaffee-Montgomery (Dowagiac), Stacey Staley (SMC), and Tara Hamilton (Gobles). Guests at the meeting included: Chanda Hillman (CEO/Executive Director), Gloria Walter (Family Services Director), Lourdes Franco-Puzevic (HR Director), Laura Burtis (Finance Manager); Elizabeth Rodriguez (Dual Language Coordinator).

4. * Approval of Minutes

a. Public Meeting on December 16, 2020

Kristin Chism motioned to approve. Anna Carter seconded. Motion passed.

5. * Directors Report

Chanda Hillman discussed enrollment, personnel decisions, and location searches. Also reviewed the TCHS Expo series speakers, the Peer Support teacher, and the Whole Child Family Expo. The individual department updates were also reviewed. Anna Carter motioned to approve. Kristin Chism seconded. Motion passed.

6. * Finance Report

Laura Burtis explained the Finance Report. She discussed CACFP, Credit Cards, and In-Kind in addition to the grant Notice of Award that was received with the waiver for the upcoming year. All financials are in good standing. Kristin Chism motioned to approve. Anna Carter seconded. Motion passed.

7. * Document Retention Policy

This is an update of an old policy to reflect current standards and regulations Anna Carter motioned to approve. Kristin Chism seconded. Motion passed.

8. * COVID work from home policy

This policy is a formalization of procedures to comply with current regulations. We are expecting that this will be a temporary policy. Bethanie Cawley motioned to approve. Meggan Lesnick seconded. Motion passed.

9. * Review of Guide to a Safe Start

No changes were made for this month. This document will be reviewed and updated monthly. Kristin Chism motioned to approve. Anna Carter seconded. Motion passed

10. COVID Rollover application

This application is to roll the remainder of COVID funds into the 2021-22 fiscal year. The bulk of the remaining funds will be spent on Substitutes to keep classrooms open during the pandemic, and for additional PPE and sanitization supplies. Jennifer Unger motioned to approve. Meggan Lesnick seconded. Motion passed.

11. In-Kind, NFM Waiver

This application is to waive the outstanding amount of non-federal match that was not able to be obtained due to COVID-19 pandemic. Bethanie Cawley motioned to approve. Meggan Lesnick seconded. Motion passed.

12. Community Needs Assessment Addendum

This is an annual update to the Community Needs Assessment to reflect changes in the community. Meggan Lesnick motioned to approve. Kristen Chism seconded. Motion passed.

13. 5-year goal progress

We reviewed the goals themselves in whole to be able to reflect back on what they are in whole, the reasoning behind them and the anticipated outcomes.

14. Training –

- a. Self-Assessment Process – discussed the upcoming process and what to expect and when to expect to see the final report along with the invitation to participate.

15. Report on Board Meeting from December 17, 2020

The board passed all items, and a potential new board member joined. It is anticipated that she will be voted onto the Board at the meeting on January 21, 2021.

16. Report from Parent Committee Meetings

No meetings to report on.

17. Report from Great Start Collaboratives

Sherry Bennett shared the information for a Love and Logic training. Kristen Chism shared information about Bright by Text.

18. Pleasure of the floor

No comments.

19. Next Meeting Date

February 17, 2021 at 4:30pm via Zoom

20. * Adjournment

Bethanie Cawley motioned to adjourn. Jennifer Unger seconded. Meeting was adjourned at 5:50pm.

Approved: 2/19/21

*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.*