

## Board Meeting Minutes

January 21, 2021 5:30pm

Section #	Topic
1.	<p><b>Welcome and Preliminaries</b></p> <p>Introductions were made. Board Members in attendance – Joseph Goepfrich, Brian Saxton, Zech Hoyt, Maria Zavala-Paredes, and Tara Hamilton, were present. Guests included Chanda Hillman, Laura Burtis, Lourdes Puzevic, and Nicholas Hogue. Quorum was met. Meeting called to order at 5:33pm.</p>
2.	<p><b>Approval of Agenda</b></p> <p>A. Conflicts of Interest - Due to Joseph Goepfrich being listed as a reference on one of the Auditor Bids, he will abstain from that vote.</p> <p>B. * Approval of Excused Absences – Michael Bedford, Cheri Bell were absent, no reason given. Absence not excused.</p> <p>C. * Approval of Agenda - Brian Saxton motioned to approve. Maria Zavala-Paredes seconded. Motion passed. (Board Members can remove items from consent agenda at this point)</p>
3.	<p><b>Consent Agenda Items</b></p> <p>A. *Minutes from meeting on December 17, 2020 – Zech Hoyt motioned to approve. Brian Saxton seconded. Motion passed.</p>
4.	<p><b>Board Education</b></p> <p>a. Self-Assessment Plan – the plan was discussed on what to expect at upcoming meetings, the reasoning behind an annual self-assessment and when the report should be expected. All Board and Policy Council members are invited to take part.</p>
5.	<p><b>Communications</b> (significant events and operations)</p> <p>A. Report from the Policy Council – The PC meeting went well. Quorum was not met but an email vote has gone out and they are expecting everything to be approved. One request from the Policy Council was to update the wording in the job description to be more inclusive of those with disabilities.</p>
6.	<p><b>Monitoring Reports</b></p> <p>A. * Director Reports – Directors report reviewed enrollment (80.7%), turnover at 15.63%, and location search updates. The Expo Speakers we announced along with expectations on the Grant Award Notice and EHS grant expectations. Zech Hoyt motioned to approve. Brian Saxton seconded. Motion passed.</p> <p>B. * Finance Report – Zech Hoyt asked Laura to present the summary from the Finance report and explain the change in Administrative Costs, and the updated CACFP numbers. The Auditor Bids were discussed and the preference to continue the contract with Kruggel</p>

Lawton. Joseph Goepfrich abstained from the vote. Brian Saxton motioned to approve. Zech Hoyt seconded. Motion passed.

**7. Board Work on the Strategic Vision**

(Report on Progress of Organizational Goals)

- A. 5-year Goal Progress – reviewed the entire goals, objectives, and the anticipated outcomes.

**8. Board Policy Review**

- A. \* Document Retention Policy - Brian Saxton motioned to approve. Maria Zavala-Paredes seconded. Motion passed.
- B. \*COVID work from home policy – Brian Saxton motioned to approve. Maria Zavala-Paredes seconded. Motion passed.

**9. Board Decisions (Motions)**

- A. \* Election of new Board Member Teresa Distefano to a term expiring February 2023. Zech Hoyt motioned to approve. Brian Saxton seconded. Motion passed.
- B. \* COVID Fund Roll-Over Application – This application was reviewed and discussed along with the anticipated spend down. Zech Hoyt motioned to approve. Brian Saxton seconded. Motion passed.
- C. \* In-Kind, Non-Federal Match Waiver – This waiver for the remaining Non-Federal match for the 2020-2021 program year was discussed and reviewed. Maria Zavala-Paredes motioned to approve. Zech Hoyt seconded. Motion passed.
- D. \* Community Needs Assessment Addendum – the 2020 update was reviewed. Brian Saxton motioned to approve. Maria Zavala-Paredes seconded. Motion passed.
- E. \* Family Services Manager Job Description - Maria Zavala-Paredes motioned to approve. Brian Saxton seconded. Motion passed.

**10. Board Process Review**

- A. Pleasure of the Floor – Joseph Goepfrich discussed the next steps for electing Nicholas Hogue to the Board. Brian Saxton requested that the meeting invites and times for the EXPO speakers be sent to the board.

**11. \* Adjournment and Post Meeting Assignments**

Zech Hoyt motioned to adjourn. Maria Zavala-Paredes seconded. Meeting adjourned at 6:41pm.

**12. Executive Session (if required)**

**13. Parking Lot**

- Recruitment of new Board Members
- Fundraising/Endowment/Foundation

\*Denotes approval needed

**Approved: 2/25/21**

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.*