
Policy Council Meeting Minutes

March 17, 2021 4:30pm

Via Zoom Virtual Format

1. Welcome & Introductions

Chanda Hillman welcomed everyone to the meeting.

2. Call to Order, Discussion of Agenda

Ashley Jaffee-Montgomery called the meeting to order at 4:33pm.

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

Policy Council members present included: Perla Medina Caro (Decatur), Ashley Jaffee-Montgomery (Dowagiac), Meghan Neff (Edwardsburg), Tiffany Lawrence (Niles Brandywine), Anna Carter (Community Member, Cass County GSC), Kristin Chism (Community Member, Berrien County GSC), 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: Jennifer Unger (Cassopolis), Meggan Lesnick (New Buffalo), and Stacey Stailey (SMC). Quorum was met after the email votes.

Guests at the meeting included: Chanda Hillman (CEO/Executive Director), Lourdes Franco-Puzevic (HR Director), Laura Burtis (Finance Manager); Elizabeth Rodriguez (Dual Language Coordinator), Amanda Wicker (Family Advocate), Amanda Raymond (Family Advocate), Kelsey Saldana (Intern), Crystal Hayes (Family Advocate), Cindy Thomas (Health Services Director), Courtney Korblinski (Associate Teacher New Buffalo), Gloria Walter (Family Services Director), Rachelle LaCount (Family Advocate), and Heather Sprague (Teacher New Buffalo).

4. * Approval of Minutes

a. Public Meeting on February 17, 2021

Kristen Chism motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.

5. * Directors Report

Chanda Hillman presented the Directors Reports. Director's Report reviewed enrollment (83.4%), Grant updates were provided, in addition to an invitation to read for March is Reading Month. From the Family Survey, 97% of families indicated that they are satisfied with TCHS services even in the middle of the pandemic. Kristen Chism motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.

6. * Finance Report

Laura Burtis presented the Finance Report. She reviewed both the 2020-21 close out and the first month of 2021-22. Also reviewed were CACFP reimbursements, In-Kind totals and expectations, and Credit Card's. All financials are in good standing. Sherry Bennett motioned to approve. Kristen Chism seconded. Motion passed.

7. * Guide to a Safe Start

At this time there are no updates. Anna Carter motioned to approve. Meghan Neff seconded. Motion passed.

8. * Vote on open Vice-Chair Position

This was tabled and will be completed with a two part survey, first for nominations and second for the vote of Vice-Chair.

9. * 2021-2022 Staff and Program Calendar

Kristen Chism motioned to approve. Meghan Neff seconded. Motion passed.

10. * Cost of Living Adjustment (COLA) Application

This grant application was reviewed and discussed. Meghan Neff motioned to approve. Sherry Bennett seconded. Motion passed.

11. * Culture of Coaching Policy

Meghan Neff motioned to approve. Anna Carter seconded. Motion passed.

12. * Education Coaching Policy

Meghan Neff motioned to approve. Anna Carter seconded. Motion passed.

13. * Budget Revision to accommodate the Marcellus Playground structure

This budget revision was reviewed and discussed. Meghan Neff motioned to approve. Sherry Bennett seconded. Motion passed.

14. 5-year goal progress

Discussed the Self-Assessment process and the next steps.

15. Training –

- a. Health & Safety – Cindy Thomas discussed what the program does to keep children safe, including Mandated Reporting, Hazard Mapping, Conscious Discipline support, and Mental Health Consultants on staff.

16. Report on Board Meeting from February 18 and February 25, 2021

The board did not meet quorum on the scheduled meeting date and was rescheduled for a later time. All items passed and the board is beginning work on fundraising for location projects.

17. Report from 50-year Anniversary Committee

Reviewed the progress on the TCHS Family Reunion, the messaging campaign, and the alumni search.

18. Report from Location Review Committee

Discussed the progress on proceeding with Feasibility Studies on the Millburg site and Calvin Britain site in Benton Harbor and land search in Cass county for a building project.

19. Report from Parent Committee Meetings

No meetings to report on.

20. Report from Great Start Collaboratives

Cass County (Anna Carter) – the Spring Fling will be on March 20th, it's a drive through!

Berrien County (Kristen Chism) – Shared a reminder to sign up for Bright by Text, and the date of the next Parent Coalition meeting is March 24 at 6pm

Van Buren County (Sherry Bennett) – On March 23 at 7pm there will be a feedback session with the State of Michigan on family feedback on childcare and preschool in the state.

21. Pleasure of the floor

No comments.

22. Next Meeting Date

April 21, 2021 at 4:30pm via Zoom

23. * Adjournment

Meghan Neff motioned to adjourn. Kristen Chism seconded. Meeting was adjourned at 5:48pm.

Approved: 4/23/21

*Denotes approval needed