

Board Meeting Minutes May 20, 2021

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <p>Introductions were made. Board Members in attendance – Joseph Goepfrich, Cheri Bell, Teresa DiStefano, Nicholas Hogue, and Zech Hoyt were present. Guests included Chanda Hillman, Laura Burtis, Gloria Walter, Krista Climer, Mandy Orlando, and Patti Masters. Quorum was met. Meeting called to order at 5:51pm by Joseph Goepfrich.</p>
2.	<p>Approval of Agenda</p> <p>A. Conflicts of Interest - none noted</p> <p>B. * Approval of Excused Absences – Brian Saxton requested an approved absence. Nicholas Hogue motioned to approve. Zech Hoyt seconded. Motion passed.</p> <p>C. * Approval of Agenda - Joseph Goepfrich indicated that the board and ceo/executive director would go into executive session at the end of the meeting to discuss the upcoming performance review of the CEO/Executive director. Teresa DiStefano 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 April 22, 2021 – Teresa DiStefano motioned to approve. Cheri Bell seconded. Motion passed.</p>
4.	<p>Board Education</p> <p>A. None</p>
5.	<p>Communications (significant events and operations)</p> <p>A. Report from the Policy Council – The PC meeting did not meet quorum, as a result a request for approval of meeting items was sent via email. The voting closes at 8am on Friday, May 21, 2021 but everything is expected to pass.</p> <p>B. Report from 50-year Anniversary Committee – the committee has selected Saturday, May 14 for the in-person event. They are working on identifying Alumni, and will have a series of videos produced that can be used for recruitment of families and staff but also show the impact over the past 50 years.</p> <p>C. Report from Location Review Committee – Feasibility Study RFP’s came back and those firms will be interviewed and scored. The RFP for the Project Manager only returned one, so the deadline is going to be extended.</p>
6.	<p>Monitoring Reports</p> <p>A. * Director Reports – Chanda Hillman presented the Directors Reports. Director’s Report reviewed enrollment (82%), Grant updates were provided. Currently the only outstanding grants are COLA and the 3rd round of COVID funds. Turnover remains low at 3.93%. Mandy Orlando and Patti Masters reviewed the Mid-Year Outcomes report. Chanda discussed that there would be 2021-2022 calendar updates due to increasing of</p>

anticipated closures. Teresa DiStefano motioned to approve. Cheri Bell seconded. Motion passed.

- B. * Finance Report – Zech Hoyt reported from the Finance Committee. 25% of the fiscal year has passed. With three rounds of COVID funds, the column titled Cares Act on the Statement of Revenues and Expenditures will be updated to reflect the three funds and will be named COVID funds. The funds will continue to be tracked separately as well. The Finance Committee will be reviewing financial policies beginning with the Procurement Policy. CACFP, In-Kind, and Credit Cards were also reviewed. Teresa DiStefano motioned to approve. Nicholas Hogue seconded. Motion passed.

7. Board Work on the Strategic Vision

(Report on Progress of Organizational Goals)

- A. 5-year Goal Progress – Discussed the Marketing Plan and current press releases along with where to find them.

8. Board Policy Review

A. * A Guide to a Safe Start 5.0

B. * Policies and Procedures

- a. Work from Home
- b. Vaccine Incentive Pay (Retro to 2/1/2021)
- c. Incomplete Application
- d. Reenrollment Cut-off
- e. Volunteers
- f. Translations/Interpretations

C. These policies were discussed. Cheri Bell expressed concern that the time frame on the Vaccine Incentive Policy was too generous and asked to revisit the policy in 90 days. One motion was made to approve all policies and procedures listed above. Teresa DiStefano motioned to approve. Cheri Bell seconded. Motion passed.

9. Board Decisions (Motions)

A. * Review of Bids approved in Finance Committee

- a. Dowagiac Asphalt – TM Asphalt Sealing \$3050
- b. South Haven Asphalt – TM Asphalt Sealing \$22,625
- c. Early Head Start Maintenance Van – Seelye Ford \$36,897

Bids and vendors were discussed. This was approved in Finance Committee so only needs approval from board. Motion passed.

10. Board Process Review

A. Pleasure of the Floor – Zech Hoyt requested another board member join the Finance Committee. Cheri Bell asked that Closed Captioning be added to our Zoom meetings. The next meeting is the Board/PC Joint meeting on June 23 at 4:30pm. The board will not meet in July but email approvals may be requested.

11. * Adjournment and Post Meeting Assignments

Teresa DiStefano motioned to adjourn. Zech Hoyt seconded. Meeting adjourned at 6:42pm.

12. Executive Session (if required)

The Board and CEO/Executive Director entered an executive session to discuss the process for the CEO/Executive Director's upcoming performance evaluation.

13. Parking Lot

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

*Denotes approval needed

Approved: 6/23/2021