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## Policy Council Meeting Minutes

May 19, 2021 4:30pm

Via Zoom Virtual Format

1. Welcome & Introductions

The PC Chair was not present so Kristen Chism acted on her behalf and welcomed everyone.

2. Call to Order, Discussion of Agenda

Kristen Chism called the meeting to order at 4:33pm.

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

Policy Council members present included: Perla Medina Caro (Decatur), Meggan Lesnick (New Buffalo), 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: Jacqueline Gilmore (Benton Harbor), Meghan Neff (Edwardsburg), Tiffany Lawrence (Niles Brandywine), Bethany Cawley (Sawyer), Evelin Garcia (South Haven), Amy Willis (Spinks). 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), Crystal Hayes (Family Advocate), Rachelle LaCount (Family Advocate), Krista Climer (EHS Teacher Watervliet), Jodi Curran (Family Advocate), Ana Moreno (Family Advocate), Mandy Orlando (HS Education Director), Patti Masters (EHS Education Director), Benny Quinones (Family Advocate), Liza Cruz (Family Advocate), Holly Pomranka (Family Advocate), Trecia Davis (Family Advocate).

4. \* Approval of Minutes

a. Public Meeting on April 21, 2021

Anna Carter motioned to approve. Meggan Lesnick seconded. Motion passed.

5. \* Directors Report

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 3<sup>rd</sup> 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 anticipated closures. Anna Carter motioned to approve. Meggan Lesnick seconded. Motion passed.

6. \* Finance Report

Laura Burtis presented the Finance Report. She reviewed the first quarter of 2021-22. Also reviewed were CACFP reimbursements, In-Kind totals and expectations, and Credit Card's. All financials are in good standing. Meggan Lesnick motioned to approve. Anna Carter seconded. Motion passed.

7. \* Guide to a Safe Start 5.0  
Updates included quarantine changes with vaccinated/unvaccinated staff. Kristen Chism motioned to approve. Sherry Bennett seconded. Motion passed.
8. \* Policy Updates
  - a. Work from Home Policy  
This policy was updated to reflect the return-to-work date of 5/24/21 due to changes in state regulation and to reflect that staff are doing well working from home and that should continue as feasible while still meeting the needs of the organization.
  - b. Vaccine Incentive Pay Policy (Retro to 2/1/2021)  
This policy is to encourage all staff members to become fully vaccinated for COVID-19.
  - c. Incomplete Application Procedure
  - d. Reenrollment Cut-Off Period
  - e. Volunteer Policy
  - f. Translations and Interpretations Policy

All policies were discussed. Kristen Chism motioned to approve. Sherry Bennett seconded. Motion passed.
9. Update on Vice-Chair Position  
With the year winding down, no interest from members, and only one meeting left it was decided that this position will remain unfilled for the remainder of the year.
10. 5-year goal progress  
Discussed the Marketing Plan and current press releases along with where to find them.
11. Report on Board Meeting from April 22, 2021  
All items passed and no new news from the board.
12. Report from 50-year Anniversary Committee  
Reviewed the progress on the TCHS Family Reunion, the messaging campaign, and the alumni search.
13. 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.
14. Report from Parent Committee Meetings  
No meetings to report on.
15. Report from Great Start Collaboratives  
**Cass County (Anna Carter)** – Community Resource Forum will take place on June 4. The next 4 Cass County Equity Meetings will include Heather Cole from United Way discussing Turning Outward and how that might be applied to this group.

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**Berrien County (Kristen Chism)** – Parent Coalition Meeting on May 26 will discuss finding quality child care. The parent coalition will also be at the farmers market over the summer. Playgroups/Party in the Park is also starting back up.

**Van Buren County (Sherry Bennett)** – Thanked TCHS for help in the Community Baby Shower.

16. Pleasure of the floor

No comments.

17. Next Meeting Date

Joint Board/PC Meeting – June 23 at 4:30pm via Zoom

18. \* Adjournment

Anna Carter motioned to adjourn. Kristen Chism seconded. Meeting was adjourned at 5:36pm.

Approved: 6/25/21

\*Denotes approval needed