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## Policy Council Meeting Minutes

December 15, 2021 4:30pm

775 Hazen St, Paw Paw, MI, Via Zoom Virtual Format, and Email

1. Welcome & Introductions

Policy Council members present included: Crystal Clinton (Spinks) and Sherry Bennett (Community Member, Van Buren County GSC).

Policy Council members present via zoom included: Emerald Kiourtsis (Sawyer) and Evelin Garcia (South Haven)

Policy Council members approving via email, included: Ashley Jaffee-Montgomery (Cassopolis), Mary-alice Wirick (Niles Bell), Denice Burling-Jewell (SMC), Anna Carter (Community Member, Cass County GSC), Kristen Chism (Community Member, Berrien County GSC).

Guests at the meeting (in person and via zoom) included: Chanda Hillman (CEO/Executive Director), Laura Burtis (Finance Manager), Ana Moreno (Family Advocate), Crystal Hayes (Family Advocate), and Tiffany Perkins (Family Advocate).

2. Call to Order, Discussion of Agenda

Meeting was called to order at 4:37pm.

3. \* Election of Vice-Chair, Secretary, and Treasurer was postponed.

4. \* Approval of Minutes from November 17, 2021 Meeting. Crystal Clinton motioned to approve. Evelin Garcia seconded. Motion passed.

5. \* Directors Report

Chanda Hillman presented the Directors Report from November. Director's Report reviewed enrollment (84% accepted and enrolled). Grant updates were provided. Discussed turnover was at 18%. Reviewed health numbers including % of children with disabilities, and elevated Lead levels. Crystal Clinton motioned to approve. Evelin Garcia seconded. Motion passed.

6. \* Finance Report

Laura Burtis presented the Finance Report for November. She reviewed in-kind, CACFP, and credit cards amounts along with plans for remaining COVID funds. She also discussed the addition of the community funding line and the anticipated purchase of vision and hearing machines and lawnmowers. Emerald Kiourtsis motioned to approve. Crystal Clinton seconded. Motion passed.

7. Education – Cultural Competency Committee – postponed.

8. \* Safeguarding PII while working from home policy – Crystal Clinton motioned to approve. Evelin Garcia seconded. Motion passed.

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9. 5-Year Goal Progress  
Discussed Goal 1, Objective 4 regarding the TCHS EXPO and future plans in the ever changing pandemic.
  10. Report from 50-year anniversary committee – discussed the event date, location, and contacts with alumni
  11. Report from Location Review Committee – discussed progress on the Benton Harbor and Cass County projects
  12. Report from Great Start Collaboratives – Sherry Bennett provided an update for Van Buren GSC. Events are still virtual for them but they are making plans going into the future for exciting updates.
  13. Pleasure of the floor – Emerald Kiourtsis inquired about the status of the Sawyer location and the closure of River Valley Middle and High School. Evelin Garcia asked about the specifics of how donations can be counted for in-kind.
  14. Next Meeting Date – January 19, 2022, 4:30pm at Main office
  15. Adjournment – at 5:34pm
  16. Additional Email Request for Approval: Following the meeting it was determined that an additional step needed to take place regarding the purchase of vision screeners and lawnmowers and a request for approval of the purchase was sent out. This item also was approved and quorum was met.

Approved: TBD

\*Denotes approval needed