

---

## Policy Council Meeting Minutes

February 16, 2022 4:30pm

Via Zoom Virtual Format and Email

### 1. Welcome & Introductions

Policy Council members present via zoom included: Mary-alice Wirick (Niles Bell), Evelin Garcia (South Haven), Crystal Clinton (Spinks), Sherry Bennett (Community Member, Van Buren County GSC), Kristen Chism (Community Member, Berrien County GSC), Anna Carter (Community Member, Cass County GSC).

Policy Council members approving via email, included: Yolanda Mims (Benton Harbor), Jenna Wade (Gobles), Denice Burling-Jewell (SMC), Ashley Jaffee-Montgomery (Cassopolis), Emerald Kiourtsis (Sawyer),

Quorum was met.

Guests at the meeting included: Chanda Hillman (CEO/Executive Director), Laura Burtis (Finance Director), Ana Moreno (Family Advocate), Crystal Hayes (Family Advocate), Jodi Curran (Family Advocate), Patti Masters (EHS Education Director), Sarah Savage (Family Advocate), Lourdes Franco-Puzevic (Human Resources Director), Gloria Walter (Family Services Director), Holly Pomranka (Family Services Manager), Maria Saldana (ERSEA Specialist), Cindy Thomas (Health Services Director)

### 2. Call to Order - Meeting was called to order at 4:33pm.

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

### 4. \* Approval of Minutes from January 19, 2022 Meeting. Anna Carter motioned to approve. Kristen Chism seconded. Motion passed.

### 5. \* Directors Report - Chanda Hillman presented the Directors Report from January. Enrollment (78.1% enrolled). Grant updates – funding application was approved, received half of the funding, similar to last year. Discussed turnover was at 21%. Reviewed health numbers including % of children with disabilities, and discussed the blood lead clinic. Discussed the first round of CLASS scores. Anna Carter motioned to approve. Evelin Garcia seconded. Motion passed.

### 6. \* Finance Report - Laura Burtis presented the Finance Report for January and the end of the Fiscal Year. She reviewed in-kind, CACFP, and credit cards amounts along with plans for remaining COVID funds. Sherry Bennett motioned to approve. Anna Carter seconded. Motion passed.

### 7. \* Commercial Insurance – reviewed the Commercial Insurance renewal quote. Evelin Garcia motioned to approve. Anna Carter seconded. Motion passed.

### 8. \* Wellness Coordinator Job Description – discussed the addition of this role. Crystal Clinton asked if there was an incentive for staff to participate in our wellness programing. Kristen Chism motioned to approve. Anna Carter seconded. Motion passed.

---

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.*

- 
9. \* Eligibility and Selection Criteria policy – Gloria Walter discussed the review process and changes to the criteria to reflect community environment. Criteria around the waitlist, COVID, and prenatal care was updated. Evelin Garcia motioned to approve. Sherry Bennett seconded. Motion passed.
  10. Results of Special Review – Discussed the Deficiency and Area of Non-Compliance. Reviewed what those meant and in what areas. Discussed the process with OHS and the Quality Improvement Plan and the Corrective Action Plan. Discussed the root cause analysis and reviewed the progress made on the Quality Improvement Plan to date. Gathered input from Policy Council and discussed their role in the process.
  11. Education – Health Services/Mandated Reporter – Cindy Thomas (Health Services Director) presented. Reviewed that every staff member and volunteer, including Board and PC members are mandated reporters. Discussed that following the meeting the Michigan Mandated Reporter training video would be sent to all Board and PC members. Discussed how children are kept safe in our program, including active supervision, hazard mapping and inspections of the environment. She also discussed the role of our Mental Health Consultants and the services they provide to children, families, and staff.
  12. Strategic Planning – Update  
Discussed the meetings so far today and when changes are expected to be made to programing.
  13. Report from 50-year anniversary committee – discussed the event date, location, and alumni articles.
  14. Report from Location Review Committee – discussed submission of 1303 application for Benton Harbor site. The second site would be submitted in the next month and the progress on the Cassopolis project.
  15. Report from Great Start Collaboratives –  
Anna Carter: Cass County GSC – Thanked TCHS staff for support of the Cass County GSC. Discussed current book club and Patti Masters as facilitator. Discussed upcoming resource forum at Pokagon Conference Center.  
Kristen Chism: Berrien County GSC – Discussed collaborative meeting, the Winter Drive through event and the Parent Coalition meeting on 2/22/22.  
Sherry Bennett: Van Buren GSC – discussed book nook in laundry mat in Hartford, virtual Love and Logic class, and strengthening families events.
  16. Pleasure of the floor – none
  17. Next Meeting Date – March 16, 2022, 4:30pm via Zoom
  18. Adjournment – Kristen Chism motioned to adjourn, Anna Carter seconded. Meeting adjourned at 5:50pm

Approved: TBD

\*Denotes approval needed

---

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.*