

Joint Board / Policy Council Meeting Minutes

June 22, 2022

VBISD Conference Center – 490 S. Paw Paw St., Lawrence

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <p>Introductions were made, Brian Saxton opened the meeting.</p> <ul style="list-style-type: none"> Board Members present in person – Brian Saxton, Teresa DiStefano, Ellen Holt Board Members present via zoom – Nicholas Hogue <p>Quorum was met.</p> <ul style="list-style-type: none"> Board Members absent – Sue Ann Benjamin, Cheri Bell Policy Council members present in person – Crystal Clinton (Spinks), Sherry Bennett (Community Member, Van Buren County GSC) Policy Council members present via zoom - Mary Alice Wirick (Niles Bell), Anna Carter, (Community Member Cass GSC) <p>Quorum was met.</p> <ul style="list-style-type: none"> Policy Council members voting via email – Anna Carter (Community Member Cass County GSC), Ashley Jaffee-Montgomery (Cass), Emerald Kiourtsis (Sawyer), Evelin Garcia (South Haven), Kayla Wolford (New Buffalo), Kristen Chism, (Community Member, Berrien County GSC), Mary-Alice Wirick (Niles Bell), and Yolanda Mims (Benton Harbor). Guests included – Chanda Hillman (CEO / Executive Director), Laura Burtis (CFO / Finance Director), Patti Masters (EHS Education Director), Mandy Orlando (HS Education Director), Gloria Walter (Family Services Director), Cindy Thomas (Health Services Director), Patrick Sage (Kruggel Lawton, CPA), Crystal Hayes (Family Advocate), Sarah Savage (Family Advocate), Rachelle LaCount (Family Advocate), Ana Moreno (Family Advocate), Benny Quinones (Family Advocate), and Nancy Bolhuis (Administrative Specialist) <p>Meeting was called to order at 4:53pm.</p>
2.	<p>Approval of Agenda</p> <ol style="list-style-type: none"> Conflicts of Interest - none * Approval of Excused Absences – N/A * Approval of Agenda – Teresa DiStefano motioned to approve. Ellen Holt seconded. Motion passed. (Board Members can remove items from consent agenda at this point)
3.	<p>Presentation</p> <ol style="list-style-type: none"> *Presentation of Audit Report from Kruggel Lawton, CPA – Patrick thanked Chanda, Laura, and the finance team for their work and dedication. He reviewed the annual report showing the final findings from the audit on the financial statements from the last fiscal year. Ellen Holt motioned to approve. Teresa DiStefano seconded. Motion passed.
4.	<p>Board/PC Decisions (Motions)</p> <ol style="list-style-type: none"> *Director’s Reports – Brian inquired on the ‘not yet’ designation on the classroom checklist, are we planning on addressing that? Mandy discussed how they are supporting classrooms and planning pre-serice trainings to address areas of need.

Teresa DiStefano motioned to accept the Director's Report. Ellen Holt seconded. Motion passed.

- B. *Finance Reports – Ellen Holt motioned to approve. Teresa DiStefano seconded. Motion passed.
- C. *Community Needs Assessment – Annual update to the 2019 Community Needs Assessment. Brian Saxton asked if there was any data to indicate strategic changes. Chanda responded the strategic are included in the Self-Assessment. Mary-Alice Wirick asked where the figures come from for childcare in the report. Chanda reported child care numbers came from the Michigan League of Public Policies Annual State of Children Report. Brian asked Cindy Thomas to monitor for a few months the impact of the mental health support we are supplying to see if they are on track and meeting their goals. Teresa DiStefano motioned to approve the Community Needs Assessment. Ellen Holt seconded. Motion passed.
- D. *Self-Assessment Report – Ellen Holt motioned to approve. Teresa DiStefano seconded. Motion passed.
- E. *Annual Report – Brian Saxton asked to keep in mind for the future: What does this data change, the impact, which will show the strength of this data? There are stories inside this data that captures our abilities. We need to get these stories out. Teresa notes how we surround the whole system when an incident report is turned in, to show how we can keep kids safe and continue learning, and still show a positive outcome and keep this agency a whole unit. Teresa DiStefano motioned to approve the Annual Report. Nicholas Hogue seconded. Motion passed.
- F. *Welcome Back Incentive/Retention Incentive Policy Update – Teresa DiStefano motioned to approve the policy for round 4 payment. Ellen Holt seconded. Motion passed.
- G. *Communications and Engagement Coordinator – Teresa DiStefano motioned to approve the new position. Nicholas Hogue seconded. Motion passed.

5. Grant Application Update

- A. COLA/QI – No updates at this time.
- B. Change in Scope – Program Specialist recommended for approval to Region V.
- C. Location Funding – Sherry Bennett asked if the funding is rejected, how long before we can re-apply. Chanda responded that we can re-apply immediately.
 - a. Calvin Britain – Resubmitted with requested changes.
 - b. Millburg – Ready for submission.
 - c. Cassopolis – Still working with the county on the budget.

6. Board/PC Joint Planning

- A. 2022-2023 Governance Calendar – No changes requested.
- B. Dashboards – Requirements & Wanted - Brian asked for Safety to be added along with 'Center-based' showing what/where their priorities are. Sherry Bennett stated information being specific to each center is nicer for Policy Council, and also to add enrollment/attendance. Crystal Clinton asked for Conscious Discipline information. Brian Saxton wants to make sure it's a quick visual with information, not to include a long report along with it. Teresa DiStefano asked for a 3-5 Key Performance Indicators display for each department, only showing what you need the Board to focus on to make the

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.*

Agency meaningful. Ellen Holt wants to see how all of this is playing out at the classroom level, ie: How is it celebrated when a class has high enrollment and has deep relationship with staff/children. Brian Saxton stated the dashboard for the Board should be different from the dashboard for the community. Ellen Holt would like to see Performance Standards and how they are carried out/applied in the classroom.

- C. Governance Training Topics and Process – Teresa DiStefano appreciates getting to know the staff when the trainings are grouped together.
- D. Attendance at State and National Conferences – Board requested the dates to be sent to them.
- E. Budget – Finance Workshop
- F. TCHS Emails
- G. Policy Council
 - a. Most important for meetings (food, childcare, locations, hybrid)

7. Board Process Review

- A. Pleasure of the Floor - none

8. * Adjournment and Post Meeting Assignments

- Teresa motioned, Nicholas seconded. Meeting adjourned at 6.58 pm

9. Executive Session (if required)

*Denotes approval needed