
Policy Council Meeting Minutes

November 17, 2021 4:30pm

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

1. Welcome & Introductions

Policy Council members present included: Jenna Wade (Gobles), Emerald Kiourtsis (Sawyer), Evelin Garcia (South Haven), Crystal Clinton (Spinks) Anna Carter (Community Member, Cass County GSC), and Sherry Bennett (Community Member, Van Buren County GSC).

Mary-alice Wirick (Niles Bell) voted by email. Quorum was met.

Guests at the meeting included: Chanda Hillman (CEO/Executive Director), Laura Burtis (Finance Manager), Lourdes Franco-Puzevic (HR Director), Sarah Savage (Family Advocate), LaTrease Brown (Transportation Coordinator), Aliyah Iman Muhammad (Parent Benton Harbor), Ana Moreno (Family Advocate), and Rachelle LaCount (Family Advocate).

2. Call to Order, Discussion of Agenda

Meeting was called to order at 4:45pm.

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

4. * Approval of Minutes from October 20, 2021 Meeting. Crystal Clinton motioned to approve. Emerald Kiourtsis seconded. Motion passed.

5. * Directors Report

Chanda Hillman presented the Directors Report from October. Director's Report reviewed enrollment (83% accepted and enrolled). Grant updates were provided. Discussed turnover was at 14.4%. Reviewed health numbers including % of children with disabilities. Also discussed the upcoming anticipated COVID Vaccine mandate, and the potential impacts of Build Back Better. Anna Carter motioned to approve. Crystal Clinton seconded. Motion passed.

6. * Finance Report

Laura Burtis presented the Finance Report for October. She reviewed in-kind, CACFP, and credit cards amounts along with plans for remaining COVID funds. Emerald Kiourtsis motioned to approve. Evelin Garcia seconded. Motion passed.

7. Education – Cultural Competency Committee – postponed.

8. * OSHA Vaccine Policy

This policy will only go into effect if the OSHA Mandate is released from the courts prior to the implementation of the Office of Head Start mandate. Anna Carter motioned to approve. Crystal Clinton seconded. Motion passed.

9. * Health Insurance Renewal

Health Insurance is reviewed annually. This year we are proposing no changes to Health insurance and the addition of orthodontia to the dental plan. The Health Insurance portion increased by 11%, and the dental plan will have a slight increase.

Emerald Kiourtsis motioned to approve. Sherry Bennett seconded. Motion passed.

10. * Grant and Funding Account approval

This is to approve the \$40,000 Trust for Learning Grant and the fund account line. Emerald Kiourtsis motioned to approve. Evelin Garcia seconded. Motion passed.

11. * Fire Suppression System

The Fire Suppression System at the Benton Harbor DEC site needs repaired. Total Fire and Security was selected. Anna Carter motioned to approve. Crystal Clinton seconded. Motion passed.

12. 5-Year Goal Progress

Discussed Goal 2, Objective 1 regarding the NAYEC accreditation.

13. Report from 50-year anniversary committee – discussed the event date, location, and contacts with alumni

14. Report from Location Review Committee – discussed progress on the Benton Harbor and Cass County projects

15. Report from Great Start Collaboratives

16. Pleasure of the floor

No comments.

17. Next Meeting Date – December 15, 2021, 4:30pm at Main office

18. Adjournment – at 6:20pm

Approved: 12/17/21

*Denotes approval needed