
Policy Council Meeting Minutes
Watervliet Site: 188 Lucinda Lane, Watervliet
October 19th, 2022, 4:30 pm

1. Welcome and Introduction

Policy council members present in person: Morgan Sprague (Bangor), Michael Zellmer (Gobles), Haley Andre-Grzywacz (New Buffalo), Samantha Campbell (SMC), Kenisha Harrington (Watervliet), Anna Carter (Community Member), Sherry Bennett (Community Member), Kristen Chism (Community Member)

Policy council members present via zoom: Katelyn Gresham (Mattawan), Angelica Hatchew (Cass), Mary-Alice Wirick (Niles Bell)

Guest Present in person: Chanda Hillman (CEO/Executive Director), Laura Burtis (Financial Director), Amanda Raymond (Family Advocate), Tiffany Costner (Family Advocate), Laura Brugh (Family Advocate), Gloria Walter (Family Services Director), Tiffany Perkins (Family Advocate), Nancy Bolhuis (Administrative Specialist), Ana Moreno (Family Advocate)

Guests present via zoom: Crystal Hayes (Family Advocate), Sarah Savage (Family Advocate)

Quorum was met.

2. Meeting called to order: 4:41 pm

3. Election of Treasurer

Responsibilities explained by Chanda. Kristen motioned to approve Haley, Anna supported

4. Approval of minutes

Kristen motioned to approve the minutes. Morgan seconded the motion. Minutes approved.

5. Directors Report- September

Kenisha asked why OHS asked us to withdraw the change of scope. Chanda explained that all were asked to until January 2023. Anna Carter motioned to approve the Directors Report.

Morgan seconded the motion. Motion passes.

6. Finance Report-September

Kenisha asked for clarification on the grant information for consultants. Laura explained that the majority of it goes to training of staff members. Chanda explained the remaining funds at the end of the year and where that goes.

Mary-Alice motioned to approve the Finance Report. Kristen seconded the motion. Motion passes.

7. COVID-19 Vaccination & masking policy

Chanda explained that OHS is rewriting the final rule about masking. Locations will be following local health departments if the motion gets passed through the board in response to the updated information from OHS.

Kristen has motioned to pass the Update on COVID-19 Vaccination & Masking policy. Anna Carter seconded the motion. Motion passed.

8. Non-Competing Continuation Grant 2023-2024 and Non-Federal Match Waiver

Kenisha asked for clarification on the qualifications for HS and if that will change the grant minimum amount due to inflation. Chanda and Laura explained that it will not change as HS reauthorization is a lengthy process and was last done in 2007.

Anna Carter motioned to approve the Non-Competing Continuation Grant and the Non-Federal Match Waiver. Mary Alice seconded the motion. Motion passed.

9. Change in Scope Update

Chanda explained that there is a planning meeting trying to be put in motion to help with the childcare needs in the areas. Angelica would like to be involved with this.

10. Location Funding Update

11. Reports from the Centers

12. Reports from Great Start Collaboratives

Kristen explained that Story Trails was approved by city council and will be installed in November and was donated by the Clinton Foundation. Sherry Bennet explained that they are partnering with HS at Fantastic Fathers. Anna Carter is going to collaborate with HS at SMC Early Childhood program students for parenting meetings. Adding a learning space for the parent coalition with SMC students being childcare providers.

13. Governance Training

Chanda explained that it may be moved to November 28th, 2022

14. Pleasure of the floor

Kenisha asked about exit interviews with teachers and assistants. Chanda explained that the turnover rate used to be at 50% but has greatly improved and exit interviews are indicating that staff are leaving for financial reasons. Volunteers can be called to the rooms to support when there is a call off of another staff. Kenisha mentioned the later start times of the meetings might be better for more people to be here in person. Katelyn and Angelica agreed with this information. Angelica was asking for information on where to send people to when they are interested in TCHS. Chanda explained that the website has information to give them the application and the phone number to call them. If the program is full, they can give them

community information to help. Kenisha asked if there was any way that communication could be improved with the classrooms to the parents when class is canceled.

Angelica Hatchew was drawn for the December National Head Start Association Conferences. As a backup Mary Alice was also selected. Samantha Campbell was the third selected to go to Dallas, Texas December 12-15th as a backup.

15. Next Meeting Date- November 16th, 2022, 4:30 pm at Main Office (HSO)

16. Adjournment

Mary-Alice motioned to adjourn the meeting. Kristen seconded. Motion passes.

Meeting adjourned at 6:03 pm.