
Policy Council Meeting Minutes

Bangor Site: 305 W. Douglas, Bangor
September 28, 2022 4:30pm

1. Welcome & Introductions

Policy Council members present in person: Morgan Sprague (Bangor), Michael Zellmer (Gobles), Ruvud Flores (South Haven), Sherry Bennett (Van Buren County GSC Representative, Community Member).

Policy Council members present via zoom: Samantha Campbell (SMC), Angelica Hatchew (Cass), Katelyn Gresham (Mattawan), Mary-Alice Wirick (Niles Bell), Anna Carter (Cass County GSC Representative, Community Member).

Quorum was Met.

Guests present in person: Chanda Hillman (CEO/Executive Director), Kevin Wordelman (Human Resources Director), Mandy Orlando (Head Start Education Director), Patti Masters (Early Head Start Education Director), Laura Burtis (Finance Director), Tiffany Perkins (Family Advocate), Amanda Raymond (Family Advocate), Crystal Hayes (Family Advocate), Sarah Savage (Family Advocate), Eve Caballera (Family Advocate), Ana Moreno (Family Advocate), Amanda Roberts (Preschool Director), Sandi Candelario (Dual Language Advocate), Marina Mendez (Teacher), Jovita Alcaraz (Teacher), Nancy Bolhuis (Administrative Specialist).

Guests present via zoom: Allison Lowry (Operations Director), Gloria Walter (Family Services Director).

2. Call to Order 4:45pm

3. * Election of Chair/Vice-Chair/Secretary/Treasurer

Chair – Angelica Hatchew (Cass)

Vice-Chair – Mary-Alice Wirick (Niles Bell)

Treasurer – Ruvud Flores (South Haven)

Secretary – Samantha Campbell (SMC)

Sherry Bennett motioned to approve; Morgan Sprague seconded. Motion passed.

4. * Approval of Minutes

- a. Joint Board/PC Meeting on June 22, 2022,

Sherry Bennett motioned to approve; Morgan Sprague seconded. Motion passed.

5. * Directors Report – June-August

Mary-Alice Wirick motioned to approve; Anna Carter seconded. Motion passed.

6. * Finance Report – June-August

Ruvid Flores motioned to approve; Mary-Alice Wirick seconded. Motion passed.

7. * Teacher Waivers

- a. Savanah Wilson (Bangor)
b. Jennifer Hutchins (Dowagiac)
c. Breanna Bomke (Watervliet)
d. Juanita Barboza (Watervliet)

Sherry Bennett motioned to approve; Anna Carter seconded. Motion passed.

8. * HR Actions

Anna Carter motioned to approve; Sherry Bennett seconded. Motion passed.

9. * PIR – Program Information Report

Anna Carter motioned to approve; Samantha Campbell seconded. Motion passed.

10. * Program Options

Sherry Bennett asked if TCHS was fully staffed for the 684 slots? Chanda Hillman said not yet, but we are working on it.

Anna Carter asked what happens if the Office of Head Start says we don't have to be fully enrolled?

Chanda Hillman said we would change our plan to fit their requirement and make sure anyone currently enrolled would not feel any changes. Anna Carter motioned to approve; Ruvid Flores seconded. Motion passed.

11. Change in Scope Update

12. Location Funding Update

13. OHS Masking

14. Report from Centers – Chanda Hillman will email school readiness goals information to allow Policy Council members the opportunity review our assessment areas. Ruvud Flores asked how these goals would work for an autistic child. Mandy Orlando explained that children flow through the progressions. There is no problem with where each child is, but the assessment assists teachers to create individual lesson plans around the level where each child is at. We focus a lot on soft skills also.

15. Report from Great Start Collaboratives

Sherry Bennett and Anna Carter gave updates on the upcoming activities for Van Buren and Cass Counties Great Start Collaboratives.

16. Governance Training Opportunities (2 opportunities) – HSO, 775 Hazen St, Paw Paw – Food provided. Please RSVP

- a. Wednesday, October 12 5:30-7:30p
- b. Monday, December 5 11:30a-1:30p

17. Pleasure of the floor

18. Next Meeting Date – October 19, 2022, 4:30pm at Watervliet Site, 188 Lucinda Lane, Watervliet

19. * Adjournment

Anna Carter motioned to adjourn; Sherry Bennett seconded. Meeting adjourned at 6:30pm.

*Denotes approval needed