

## Policy Council Meeting Minutes

775 Hazen St, Paw Paw

August 30, 2023, 5:30pm

### 1. **Welcome & Introductions**

- a. Policy Council Members Present in Person: Amanda Simpson (New Buffalo), Efrain Chavez (Bangor), Michelle Hedgspeth (Mattawan), Ashley Jaffee-Montgomery (Cass), Ebone Wilborn (South Haven), Shery Bennet (Van Buren Great Start Collaborative), Mellody Buzalski (Cass Great Start Collaborative)
- b. Policy Council Members Present via Zoom: Mary-alice Wirick (Niles)
- c. Guests Present: Crystal Hayes (Family Advocate), Elizabeth Rodriguez (Dual Language Coordinator), Sani Candelario (Dual Language Support), Ana Moreno (Family Advocate), Eve Cabellera (Family Advocate), Sarah Savage (Family Advocate), Laura Burtis (CFO), Chanda Hillman (CEO), Jade Evans (Communications and Engagement Coordinator), Kevin Wordelman (Human Resources Director)
- d. Guests Present via Zoom: Scott Coppa (enFocus)
- e. **Quorum was met**

### 2. **Call to Order**

- a. Meeting called to order at 5:52pm

### 3. **\* Approval of Minutes – June 2023**

- a. Ashley Jaffee-Montgomery motioned to approve the minutes; Amanda Simpson seconded. Motion passed.

### 4. **\* Directors Report – June & July**

- a. Amanda Simpson motioned to approve the minutes; Michelle Hedgspeth seconded. Motion passed.

### 5. **\* Finance Report – June & July**

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.*

- a. Ashley Jaffee-Montgomery motioned, Michelle Hedgspeth seconded. Motion passed.

**6. \* Policy Updates (see Policy Summary)**

- a. Mary-alice asked how flex time effects how family advocates and teachers do their jobs, she knows that they have evening events and meet with families outside of normal business hours.
  - i. Chanda Hillman responds that those things are still allowed and are considered adjusted time because they are doing that for the business. Flex time is considered changing your schedule for personal needs.
- b. Efrain Chavez asked if we could give more than a 1% raise for dual language staff, and what the assessment process looks like
  - i. Kevin Wordelman responded that he is working with the dual language department to develop a concise assessment that will cover classroom language needs and some of the application language needs. Chanda Hillman said that they would like to offer more in the future, but we need to look at funding sources before we can do that.
- c. Efrain Chavez asked if the Bangor parking lot can be repaved, or repaired, as it is unsafe and full of holes and floods when it rains
  - i. Chanda Hillman responded that we do not own the parking lot but are looking into solving the problem.
- d. Efrain Chavez inquired that he heard phones are no longer going to be allowed in the classroom, and he worries about that policy. He likes getting photos of his kids, and the classroom staff can be hard to reach if no one is in the main office to answer the phone. Mary-alice agreed and said that sometimes she can't always call if there is an issue and someone else has to pick up her child.
  - i. Chanda Hillman responded that having phones out is an active supervision problem because if they are checking their phones, they are not watching the children. Often, checking a message from a parent turns into checking other things on their phone. They have tablets they can communicate on through apps, and each classroom has its own phone.

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e. Amanda Simpson motioned to approve; Michelle Hedgspeth seconded. Motion passed.

**7. \* Bids new flooring for Decatur Center**

- a. The bid from West Michigan Carpet was recommended because they turned in the required Davis Bacon paperwork and can complete the job when we need it done, at a reasonable price.
- b. Amanda Simpson asked if the cost included labor and materials.
  - i. Laura Burtis confirmed that was the case.
- c. Michelle Hedgspeth motioned; Ashley Jaffee-Montgomery seconded. Motion passed.

**8. \*Michigan Community Center Grant**

- a. \$2.5 million grant from the state that, if approved, will help us purchase and renovate the Calvin Brittan Building in Benton Harbor
- b. Ashley Jaffee-Montgomery motioned; Amanda Simpson seconded. Motion passed.

**9. \*Financial Audit/990**

- a. The financial audit and 990 were performed by Kruggel Lawton with no findings.
- b. Amanda Simpson motioned; Michelle Hedgspeth seconded. Motion passed.

**10. Wellness Plan**

- a. We are lucky to have a wellness coordinator on staff who plans staff wellness opportunities, and partners with the Special Olympics for their Young Athletes program.

**11. PIR**

- a. This is the yearly data report that all Head Start agencies must provide to the Office of Head Start so they can accurately track their national statistics.

**12. enFocus Report**

- a. enFocus is helping to create a new data-informed business plan that will ensure organizational sustainability into the future.

**13. New Name**

- a. Discussed why and current possibilities.

**14. Family Engagement Conference**

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- a. In September, we will draw a Policy Council member to attend the Family Engagement Conference with their Family Advocate.

**15. Report from Centers**

**16. Report from Great Start Collaboratives**

- a. Cass County GSC has a new website and has hired a care coordinator. They have a resource fair and family fun night coming up at SMC
- b. Van Buren GSC has their help me grow website to connect families with resources and has been working on events all summer to help connect families.

**17. Pleasure of the floor**

**18. Next Meeting Date** – September 27, 465 S. Mcord St, Benton Harbor, 5:30pm

**19. \* Adjournment**

- a. Ashley Jaffee-Montgomery motioned; Michelle Hedgspeth seconded. Meeting adjourned at 7:22pm

\*Denotes approval needed

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