

Board Meeting Minutes
Thursday, February 16th, 2023, 2:00pm
Grey Street Center, 355 Grey Street Benton Harbor
CENTER TOUR

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <p>Meeting Called to order at 3:11pm following the tour and IFF presentation Board members present: Brian Saxton, Kacee Dochenetz, Chris Burns, Linda Tinsley, Mark O'Reilly. Quorum was met.</p> <p>Guests: Chanda Hillman (CEO), Laura Burtis (CFO), Mandy Orlando (HS Education Director), Patti Masters (EHS Education Director) Kevin Wordelman (HR Director) Jade Evans (Communication and Engagement Coordinator), Melanie Bullock (Riverview Center Director)</p>
2.	<p>Approval of Agenda</p> <p>A. * Accept New Members – Danielle Persky, Chris Burns, Linda Tinsley, Mark O'Reilly Brian Saxton Motions to accept new members, Kacee Dochenetz seconds, motion passes</p> <p>B. * Approve Resignation of Sue Anne Benjamin Chris Burns motions, Linda Tinsley Seconds. Motion passes</p> <p>C. * Approval of Excused Absences – Arthur Havlicek, Danielle Persky Brian Saxton motions, Chris Burns seconds. Motion passes</p> <p>D. * Approval of Agenda Chris Burns motions, Linda Tinsley seconds. Motion passes</p>
3.	<p>Consent Agenda Items</p> <p>(A consent agenda allows the board to approve all these items together without discussion or individual motions. Please be sure to review these items prior to the meeting)</p> <p>A. * Minutes from Board meeting in December 2022</p> <p>B. * Director Reports – December and January</p> <p>C. * Finance Report – December and January</p> <p>D. * Policy Approvals</p> <p style="padding-left: 20px;">a. 121.2 - Lactation Accommodation Policy</p> <p style="padding-left: 20px;">b. 193.3 - Covid 19 Mitigation Policy</p> <p style="padding-left: 20px;">c. 312.4 Selection & Enrollment Policy</p> <p>Chris Burns motions to approve all consent agenda items. Kacee Dochenetz seconds. Motion Passes.</p>
4.	<p>Board Decisions (Motions)</p> <p>1) * Elect Board Officers (VC, Treasurer, Secretary)</p> <p style="padding-left: 20px;">a) Chair – Brian Saxton</p> <p style="padding-left: 20px;">b) Vice Chair – Arthur Havlicek</p> <p style="padding-left: 20px;">c) Treasurer – Chris Burns</p> <p style="padding-left: 20px;">d) Secretary – Linda Tinsley</p> <p style="padding-left: 20px;">e) Additional check signers – Chris Burns, Danielle Persky</p> <p>Kacee Dochenetz Motions to approve, Mark O'Reilly seconds. Motion passes</p> <p>2) * Approval for line of credit of 300,000 – Brian Saxton, Board Chair as Authorized Signer.</p> <p style="padding-left: 20px;">a) Kacee Dochenetz asked if it was planned to be used, or if it was a safety net.</p>

	<p>b) Chris Burns asked if we were allowed to have a line of credit with the way the grant is set up and if that was the most they would offer, or if that was the most that we needed</p> <p>i) Chanda said that Laura had already checked into it and that it is allowed but must be paid back with head start money than it must be used on head start approved things and that this amount covers payroll and that is the most that we were comfortable opening.</p> <p>Chris Burns motions for approval, Kacee Dochenetz seconds. Motion Passes</p> <p>3) * Wage Increase of 2.75%</p> <p>a) This raise only affects current staff wages, not the wage scale.</p> <p>Chris Burns moves for approval, Mark O'Reilly seconds. Motion passes.</p> <p>4) * Budget Revision – C6 American Rescue Plan funds to purchase Millburg</p> <p>a) Mark O'Reilly asked what the savings would be for leasing on the new building. Laura answered that only in leasing we are saving \$70,000 and that does not take into consideration utilities and staff savings by moving them all into one building.</p> <p>b) Mark O'Reilly asked how many students it would serve</p> <p>i) Chanda said that the building would hold 106 slots for students, pre renovation. If they got to do the renovation, they would be able to add an additional early head start classroom. We would still have the three modular buildings in DEC which holds 90 students.</p> <p>Linda Tinsley Motions, Mark O'Reilly seconds. Motion passes</p>
6.	<p>Communications (significant events and operations)</p> <p>A. Location Funding Update</p>
7.	<p>Board Work on the Strategic Vision (Report on Progress of Organizational Goals)</p> <p>1) Presentation from IFF – Presented to the Board the different functions they can serve for the organization. Laura will set up a next step conversation with them.</p> <p>2) Next Step Meetings/Board Task Force Assignments</p> <p>a) Created Governance and Business Plan Task forces. Chanda will send out meeting info.</p>
8.	<p>Board Education</p> <p>A. None</p>
9.	<p>Board Process Review</p> <p>A. Pleasure of the Floor</p>
10.	<p>* Adjournment and Post Meeting Assignments</p> <p>Meeting Adjourned at 4:20pm</p> <p>Chris Burns Motions, Kacee Dochenetz seconds. Meeting adjourned.</p>
11.	<p>Executive Session, if required</p>

Next Meeting: Thursday, March 30th, 2023, at 2:00pm at DEC, 465 S. McCord, Benton Harbor

*Denotes approval needed.

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.*