
Policy Council Meeting
775 Hazen St, Paw Paw
February 15th, 2023, 5:30 pm

1. Welcome & Introductions

Policy Council members present in person: Michael Zellmer (PC Gobles), Ruby Flores (PC South Haven), Mary-alice Wirick (PC Bell), Anna Carter (Community member), Sherry Bennett (Community member)

Policy Council members present via zoom: None

Guest Present in person: Laura Burtis (Finance Director), Chanda Hillman (CEO, Executive Director), Laura Burtis (Finance Director), Jade Evans (communication and engagement Coordinator), Sarah Savage (Family Advocate), Ana Moreno (Family Advocate), Jodi Curan (family Advocate), Betty Hernandez (Family Advocate), Gloria Walter (director of family services), Crystal Hayes (family Advocate),

Guest present via zoom: None

Approval through email – Angelica Hatchew (Cassopolis)

Quorum was met.

2. Call to Order

Meeting called to order: 5:44 pm

3. *Approval of Minutes - December 21st, 2022

Mary-alice motioned to approve the minutes. Anna Carter seconded the motion. Minutes approved.

4. *Director Report – December and January

- a. Conversations about fundraising and how we can't use federal funds to raise funds for the program. If we had a secondary money stream we could fundraise
- b. Where the breakdown in the grant process was
- c. Budget revision for Millburg was approved through an email vote between meetings and we are moving forward with the purchase.
- d. We are still considering a Change of Scope. If we wanted that approved by August we need to get the application in by May 1
 - i. This means getting out wage comparability study, self-assessment completed by May 1
 - ii. This could also be changing HS slots to EHS slots

1. Mary-alice asked if we convert to EHS vs EHS would be have the classrooms available for them when they are ready for HS
 - a. The answer is up in the air with the Governors recent budget announcement and wanting to do universal pre-k we don't know where that will leave Head Start
2. Mary-alice asked what the ratios for children are
 - a. HS 2 adults per 14 kids, GSRP is 2 adults per 16 kids

Mary-alice motioned to approve the Directors Report. Ruby Flores seconded the motion. Motion approved.

5. *Finance Report – December and January

- a. Fiscal year ended January 31
 - i. Portion of leftover funds are for employees 401K contribution and a portion are for the Millburg building purchase
 1. Mary-alice asked why there is so much money allocated to training
 - a. Chanda responded that those numbers are set by the Office of Head Start
 2. Anna Carter asked if they are going to continue to take waivers for in-kind
 - a. Laura said that they are and she is going to request smaller waivers this year after seeing how things are going after covid, but she expects them to go away after this year.
 3. Mary-alice asked if there are new guidelines for volunteering regarding the covid vaccine
 - a. Chanda responded not yet, but they are hoping soon because it stops a lot of people from being able to volunteer.
 4. Sherry Bennet asked if with the training dollars they can be used for continuing education
 - a. Laura responded yes, if the degree is in the relm of their job at TCHS
 5. Mary-alice asked if we are going to the high schools and talking to them about internships and helping them pay for their college
 - a. Chanda responded that Kevin is working on a whole system to get into the high schools and give them opportunities out of school

Anna Carter motioned to approve the Finance Report. Ruby Flores seconded the motion. Motion approved.

6. *Approval for a 300,000 line of credit

- a. This is to be used in emergency if our grant was not given in time again
- b. Ruby Flores motions to approve. Sherry Bennet seconds. Motion Passed

7. *Budget Revision : C6 American Rescue Plan

- a. Moving covid funds from the OTHER category to the FACILITIES category for the millburg building
- b. Ruby Flores motions to approve. Sherry Bennet seconds. Motion Passed

8. *121.2 Lactation Accommodation Policy

- a. Anna Carter motioned to approve. Michael Zellmer Seconds. Motion passed.

9. *193.3 Covid-19 Mitigation Policy

- a. Anna Carter motioned to approve. Michael Zellmer Seconds. Motion passed.

10. * 312.4 Selection and Enrollment Policy

- a. Changed language to be more inclusive, and reduced points for being impacted by covid
- b. Two new eligibility requirements – if they are eligible in multiple ways being able to sign them up that way
- c. Adding points for applying early
 - i. Anna Carter asked if they only needed one factor to be eligible
 1. Gloria said yes, they just get higher priority if having more than one
 - ii. Mary-alice asked if teen parents get higher priority because they may not have other factors if still living at home
 1. Gloria said yes that they get priority points if they were ever a teen parent in our program
 - iii. Mary-alice asked if we work with high schools to let teen parents know about our program
 1. Sherry Bennett said that students often don't come forward from schools to talk about being pregnant
 2. Gloria said that this is an area we can improve in and that we are planning on leaving information packets there and trying to build those relationships
- d. Anna Carter motioned to approve. Michael Zellmer Seconds. Motion passed.

11. * Wage Increase 2.75%

- a. Laura dug into the budget to find additional money we can give back to staff, looking at every piece of the budget to find ways we can pay our staff sustainable wages.
- b. The 3% only effects the staff that are here, not the wage scale.
- c. Ruby flores motions to approve. Sherry Bennet seconds. Motion Passed

12. Location Funding Update

- a. Things will come through for email votes for the millburg building purchase

13. Mary-alice Fundraising Committee

- a. Wants to start a fundraising committee so she can raise money for the whole program and not just her classroom
- b. Ruby mentioned being interested
- c. Sherry Bennet cautioned against anything parents have to attend because people can feel left out

14. Training – Self Assessment

- a. Family and PC members will be getting surveys to help with our self-assessment to help with our change of scope and grant funds

15. Report from Centers –

- a. Mary-alice asked if anyone has had successful parent committee meetings
 - i. No, but we are trying

16. Report from Great Start Collaboratives

- a. Cass County – Anna Carter is retiring from her position and March will be her last meeting. Anna also just became a D.E.C.K trainer. She offered to train Head Start. They just finished their welcome Diaper bags. In the middle of gathering supplies for the 1,000 school readiness kits. They hope for those to be available in March.
- b. Van Buren County – Working on Help Me Grow – central point of contact for early childhood resources, they have cribs available and will soon be out and about in the community

17. Pleasure of the floor

- a. Direct your dollars receipts can be turned into your teachers so we can recoup the dollars from the companies.
- b. Top two classrooms for direct your dollars will receive pizza parties

18. Next Meeting Date – March 29th at 5:30 at the Decatur Kitchen.

19. *Adjournment

- a. Ruby Motions to adjourn, Sherry Bennets seconds. Motion approved. Meeting adjourned at 7:04 pm