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Policy Council Meeting  
775 Hazen St, Paw Paw  
March 29th, 2023, 5:30 pm

**1. Welcome & Introductions**

**Policy Council members present in person:** Ruby Flores (PC South Haven), Mellody Buzakski (Community member), Sherry Bennett (Community member), Samantha Campbell (PC SMC), Effrain Chavaz (PC Bangor)

**Policy Council members present via zoom:** None

**Guest Present in person:** Laura Burtis (Finance Director), Chanda Hillman (CEO, Executive Director), Jade Evans (communication and engagement Coordinator), Ana Moreno (Family Advocate), Jodi Curan (family Advocate), Crystal Hayes (family Advocate), , Becky Weld (Niles Bell), Holly Pomranka (HSO/Bell), Elizabeth R (Bangor), Sandi C ( Bangor), Eve Caballero (Bangor FA)

**Guest present via zoom:** None

**Approval through email –** Angelica Hatchew (Cassopolis), Haley Andre-Grzywacz (New Buffalo), Maryalice Wirick (Niles Bell)

Quorum was met through email voting.

**2. Call to Order**

Meeting called to order: 5:54 pm

**3. \*Approval of Minutes - February 15th, 2023**

Ruby Flores motioned to approve the minutes. Samantha Campbell seconded the motion. Minutes approved.

**4. \*Director Report – February**

Ruby Flores motioned to approve the Directors Report. Samantha Campbell seconded the motion. Motion approved.

**5. \*Finance Report – February**

Ruby Flores motioned to approve the Finance Report. Effrain Chavaz seconded the motion. Motion approved.

**6. \*Approval for Program Options**

- a. Ruby Flores motions to approve. Samantha Campbell seconds. Motion Passed

**7. \*1302.14 Enrollment and Selection Options**

- a. Allows us to prioritize 3 year olds over 4 year olds
- b. Ruby Flores motions to approve. Samantha Campbell seconds. Motion Passed

**8. \*COLA and Quality Improvement**

- a. Ruby Flores motions to approve. Mellody Buzalski seconds. Motion Passed

**9. \*401K Approval**

- a. Ruby Flores motions to approve. Samantha Campbell seconds. Motion Passed

**10. \* Approval for the purchase of a new Landscape trailer**

- a. Ruby Flores motions to approve. Mellody Buzalski seconds. Motion Passed

**11. Training – Health and Safety**

- a. Everyone at TCHS is a mandated reporter. Lead testing, vision testing, dental visits, child well care visits. All of these outside testing's are helped to get the families on the same page in order for the children to blend in the classroom

**12. Drawing for conference**

- a. Haley (New Buffalo)
- b. Mary Alice-wirick (Nile Bell)
- c. Efrain Chavez (Bangor)

**13. Report from Centers –**

- a. Family Fun night

**14. Report from Great Start Collaboratives**

- a. Cass County –GSC-Nature Walk, Family Expo (Sept 14th 4-7pm) Van Buren GSC-Community baby shower, Family Links-VFW-touch a truck
- b. Van Buren County – Community baby shower, Family Links-VFW-touch a truck

**15. Pleasure of the floor**

**16. Next Meeting Date – April 26<sup>th</sup> at 5:30 at DEC in Benton Harbor.**

**17. \*Adjournment**

- a. Ruby Motions to adjourn, Sherry Bennets seconds. Motion approved. Meeting adjourned at 7:08 pm



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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.*