

Board Meeting Minutes
Thursday, October 26, 2023, 3:00pm
Cassopolis Modular Office, 1122 Follett Dr. Cassopolis, MI, 49031

CENTER TOUR

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <ul style="list-style-type: none"> • Board Members in attendance: Brian Saxton (Chair), Linda Tinsley (Secretary), Danielle Persky, Ashley Hines, Ashley Jaffee-Montgomery (Policy Council Chair) • Board Members in attendance through Zoom: Arthur Havlicek (Vice Chair) • Board Members who voted through email: Michelle Hedgspeth • Guests in attendance: Chanda Hillman (CEO), Laura Burtis (CFO), Kevin Wordelman (HR Director), Jade Evans (Communication and Engagement Coordinator), Scott Coppa (enFocus), Megan Dale (enFocus), Vicki Grote (Disability Consultant) <p>Quorum was met</p>
2.	<p>Approval of Agenda</p> <p>A. * Approval of Excused Absences – Mark O’Reilly, Kacee Dochenetz Linda Tinsley motioned, Danielle Persky seconded. Motion Passed</p> <p>B. * Approval of Agenda - Add Travel and Milage Policy to Board Decisions Linda Tinsley motioned, Danielle Persky seconded. Motion Passed (Board Members can remove items from consent agenda at this point)</p>
3.	<p>Consent Agenda Items (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 September 2023</p> <p>B. * Director Reports – September</p> <p>C. * Finance Report – September</p> <p>Ashley Jaffee-Montgomery motioned, Linda Tinsley seconded. Motion passed.</p>
4.	<p>Board Decisions (Motions)</p> <p>A. * Community Inclusion Manager Job Description Danielle Persky motioned, Ashley Jaffee-Montgomery seconded. Motion passed.</p> <p>B. * Continuation Grant and Partial InKind Waiver Danielle Persky motioned, Ashley Jaffee-Montgomery seconded. Motion passed.</p> <p>C. * Travel and Milage Policy Danielle Persky motioned, Ashley Jaffee-Montgomery seconded. Motion passed.</p>
5.	<p>Communications (significant events and operations)</p> <p>A. EnFocus Report</p> <p style="padding-left: 20px;">a. EnFocus is almost done with their contract with us. They delivered their final report on where the best locations for centers are, where the highest density of children in need are, and where the best partnerships for the organization may lie.</p> <p>B. Winter Institute – Washington DC (January 22-25, 2024)</p>

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.*

	<ul style="list-style-type: none"> a. Winter Institute Conference is in January and if any Board Members would like to go, please email Chanda Hillman. C. Real Estate Prices – Cassopolis and Calvin Britain <ul style="list-style-type: none"> a. Real Estate prices have increased and we need to reevaluate where the best option for our locations may be. D. Treasurer/Board Member - Brainstorm Cass/VB County <ul style="list-style-type: none"> a. We are still looking for a treasurer. Arthur Havlicek is going to reach out to some organizations he knows to see if there is interest. E. Impact of potential Government Shutdown <ul style="list-style-type: none"> a. Looking at extending Line of Credit b. Danielle asked if we could get a loan from the 401K account
6.	<p>Board Education</p> <ul style="list-style-type: none"> A. None
7.	<p>Board Process Review</p> <ul style="list-style-type: none"> A. Pleasure of the Floor <ul style="list-style-type: none"> a. The history of the Cass modular – it is a property where we own both the land and modular. There is federal interest in the modular b. Summary of the HSAC meeting c. Governor’s Service Award – Grandpa Buck
8.	<p>* Adjournment and Post Meeting Assignments</p> <p>Linda Tinsley motioned, Danielle Persky seconded. Motion Passed. Meeting adjourned at 5:05 pm.</p>
9.	<p>Executive Session, if required</p>

Next Meeting: Board Meeting: Thursday November 30, 305 W. Douglas St. Bangor, MI 49013

*Denotes approval needed.