

## Policy Council Meeting Minutes

725 Center St. Cassopolis, MI 49031

October 25, 2023

### 1. Welcome & Introductions

- a. Policy Council Members in attendance: Ashley Jaffee-Montgomery (Chair, Cass), Mellody Buzalski (Cass GSC), Sherry Bennett (Van Buren GSC)
- b. Policy Council Members in attendance through Zoom: Mary-alice Wirick (Niles), Efrain Chavez (Bangor), Starr Smith (Decatur), Sam Carter (Watervliet)
- c. Policy Council Members who voted through email: Michelle Hedgspeth (Mattawan), Amanda Simpson (New Buffalo), Samantha Litaker (SMC), Ebone Wilborn (South Haven), Lovie Lloyd (River of Life), Jessica Heistand (Paw Paw)
- d. Guests in attendance: Chanda Hillman (CEO/Executive Director) Laura Burtis (Finance Director), Anna Moreno (FA), Crystal Hayes (FA), Jade Evans (Communications and Engagement Coordinator), Laura Brugh (FA), Emily Ellis (Center Director – Cass), Holly Pomranka (Family Services Manager), Amanda Raymond (FA), Rut Vargas (Enrollment and Recruitment Assistant), Stacey Knuth (ERSEA Manager), Trent Lamonds (FA), Hailey Marbut (Bangor VC)
- e. **Quorum was met**

### 2. Call to Order

- a. Meeting called to order at 5:40pm

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

- a. Mellody Buzalski motioned, Efrain Chavez seconded. Motion passed

### 4. \* Directors Report – September

- a. Mellody Buzalski motioned, Efrain Chavez seconded. Motion passed

### 5. \* Finance Report – September

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. Efrain Chavez motioned, Sherry Bennet seconded. Motion passed
6. \* Community Inclusion Manager Job Description
  - a. Mellody Buzalski motioned, Mary-alice Wirick seconded. Motion passed
7. \*Continuation Grant and Partial InKind Waiver
  - a. Mary-alice Motioned, Mellody Buzalski seconded. Motion passed.
8. Bylaw Review
  - a. The Bylaws have not been rewritten in several years and are in need of some updates. We will get together a group of staff and Policy Council members to review and update them.
9. enFocus Report
  - a. EnFocus is almost done with their contract with us. They will soon deliver their final reports.
10. Report from Centers
  - a. None
11. Report from Great Start Collaboratives
  - a. Mellody Buzalski reports that their online ASQ has flagged four families who are now receiving services, and they are very excited that the service is working as intended. They have story walks coming, the first one being at Fred Russ Park Marcellus.
  - b. Sherry Bennet reports that they have been very busy attending and hosting events. They have two more in November in the evening, The Kids in the Kitchen event will be Friday, Nov. 10, from 5:30-7:00pm. The goal is to promote having kids be more involved in the kitchen, including sensory play, measuring activities, crafts, easy recipes, and simple science experiments.
12. Pleasure of the floor
  - a. Summary of the HSAC meeting
  - b. Governor's Service Award – Grandpa Buck
  - c. Impact of potential Government Shutdown

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d. Looking at extending Line of Credit

13. Next Meeting Date – November 29, 305 W. Douglas St. Bangor, MI 49013, 5:30pm

14.\* Adjournment

a. Melody Buzalski motioned, Efrain Chavez seconded. Meeting adjourned at 6:36 pm.

\*Hailey Marbut (Bangor Vice Chair) voting as the representative for Efrain Chavez

\*Denotes approval needed

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