

Board Meeting Minutes

May 19, 2022

New Buffalo Center – 704 W. Merchant, New Buffalo

Section #	Topic
1.	Welcome and Preliminaries <p>Introductions were made, Teresa DiStefano opened the meeting.</p> <ul style="list-style-type: none">• Board Members present in person – Teresa DiStefano. Board Members present via zoom – Cheri Bell and Ellen Holt. Quorum was not met that evening. Board Members voting via email – Brian Saxton and Sue Ann Benjamin. Quorum met.• Board Members absent – Nicholas Hogue• Guests included –Chanda Hillman (CEO / Executive Director), Laura Burtis (CFO / Finance Director), Lourdes Franco-Puzevic (Human Resources Director), Patti Masters (EHS Education Director), Mandy Orlando (HS Education Director), Kersten Strunk (EHS Center Director) and Nancy Bolhuis (Administrative Specialist) <p>Meeting was called to order at 5:47pm.</p>
2.	Approval of Agenda <ul style="list-style-type: none">A. Conflicts of Interest -B. * Approval of Excused Absences – N/AC. * Approval of Agenda – Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed. (Board Members can remove items from consent agenda at this point)
3.	Consent Agenda Items <ul style="list-style-type: none">A. *Minutes from meeting on April 21, 2022 - Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.B. *Directors Reports – April. Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.C. *Finance Reports – April, Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.
4.	Board Decisions (Motions) <ul style="list-style-type: none">A. *Community Needs Assessment – move to June meetingB. *Self-Assessment Report – move to June meetingC. *Staff Calendar 2022-2023 – Cheri Bell asked if the calendar was created with input from all departments, and if there were any high-points or challenges? Chanda said all departments are included in the creation and staff is invited to participate also. High-points include the extra holidays, and challenges include the no-school Fridays. Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.D. *2022 COLA and Quality Improvement Grant – Cheri Bell asked if we are able to put this grant money into the budget for salaries and wanted to make sure staff understands this is not a steady occurrence and will not happen each year to provide honesty with staff and not mislead them. Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.E. *QIP/CAP Final Reports – Ellen Holt stated the team did a great job on this plan. Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.F. *Monitoring Plan – Ellen Holt stated that the team did a great job on this plan also. Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.

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.*

- G. *Order Request Policy – Update in policy has been made to handle an expedited process to deal with any issue regarding safety / active supervision. Cheri Bell asked about the spending limits allowed. Spending policies will be forwarded for clarification. Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.

5. Board Policy Review

- A. N/A

6. Communications (significant events and operations)

- A. N/A

7. Board Work on the Strategic Vision

(Report on Progress of Organizational Goals)

A. Strategic Planning –

- a. *Change in Scope Application – Ellen Holt asked that emphasis should remain on support for behavioral issues with a specialized staff trained to assist in this area. Teresa expressed understanding for the time constraints on this application and thanked the committee for all the hard work put into this. Teresa DiStefano motioned to approve. Brian Saxton seconded. Motion passed.

B. Location Application Update – moved to June

C. 2022-23 Governance Calendar – moved to June

8. Board Education

- A. None

9. Board Process Review

- A. Pleasure of the Floor - none

10. * Adjournment and Post Meeting Assignments

Meeting adjourned at 7:32pm

11. Executive Session (if required)

*Denotes approval needed

Approved: TBD