
Policy Council Meeting Minutes

May 18, 2022, 4:30pm

Via In Person, Zoom Virtual Format and Email

1. Welcome & Introductions

Policy Council members present in person included: Ashley Jaffee-Montgomery (Cass), Anna Carter (Community Member, Cass County GSC). Policy Council members present via zoom included: Mary-Alice Wirick (Niles Bell), Jenna Wade (Gobles), Emerald Kiourtsis (Sawyer), Sherry Bennett (Community Member, Van Buren County GSC), Kristen Chism (Community Member, Berrien County GSC).

Policy Council members approving via email, included: Evelin Garcia (South Haven).

Quorum was met.

Guests at the meeting included: Chanda Hillman (CEO/Executive Director), Laura Burtis (Finance Director), Ana Moreno (Family Advocate), Crystal Hayes (Family Advocate), Lourdes Franco-Puzevic (Human Resources Director), Nancy Bolhuis (Administrative Specialist).

2. Call to Order - Meeting was called to order at 4:36pm.

3. * Approval of Agenda - Anna Carter motioned to approve. Sherry Bennett seconded. Motion passed.

4. * Directors Report - Chanda Hillman presented the Directors Report from April. Enrollment (78.4 enrolled). Discussed grants – OHS COLA/Quality Improvement grant, Rural Development, Community Facilities Grant. Discussed turnover now being 2.45%. Discussed SNAP being a major change in Head Start eligibility. Kristen Chism motioned to approve. Anna Carter seconded. Motion passed.

5. * Finance Report - Laura Burtis presented the Finance Report for April and the closure of the 21/22 Fiscal Year. She discussed April is on track with normal spending and nothing major noted. Ashley Jaffee-Montgomery motioned to approve. Anna Carter seconded. Motion passed.

6. * Change of Scope Application – Discussed possibility of reduction in enrollment to address quality provided, workforce shortage, wages, and current enrollment environment. Questions were asked regarding timeline and how this will impact new locations. Ashley Jaffee-Montgomery motioned to approve. Anna Carter seconded. Motion passed.

7. * Community Needs Assessment – Moved to June

8. * Self-Assessment Report – Moved to June

9. * Staff Calendar 2022-2023 – Explanation of the Office of Head Start requirements, and that a committee made up of staff members developed the calendar. Ashley Jaffee-Montgomery motioned to approve. Sherry Bennett seconded. Motion passed.

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10. * 2022 COLA and Quality Improvement Grant – 2.28% COLA to all staff members. Additional 0.2 increase for pay grades 1-3. Quality Improvement gave a wage increase of 0.5% to all staff members. Kristen Chism motioned to approve. Anna Carter seconded. Motion passed.
 11. * Order Request Policy – Updated to expedite finance department knowledge of what needs to be ordered quickly for safety or active supervision in the classrooms. Ashley Jaffee-Montgomery motioned to approve. Anna Carter seconded. Motion passed.
 12. * QIP/CAP Final Reports – Report reviewed incident in September. Ashley Jaffee-Montgomery motioned to approve. Anna Carter seconded. Motion passed.
 13. * Monitoring Plan – Ashley Jaffee-Montgomery motioned to approve. Kristen Chism seconded. Motion passed.
 14. Education – None
 15. Re-election/Election – Summer expectations discussed, contact your Family Advocate to create an interest form for re-election.
 16. 2022-2023 Governance Calendar – Will be discussed in June.
 17. Report from 50-year Anniversary Celebration
 18. Report from Location Review Committee
 19. Report from Great Start Collaboratives – Sherry Bennett, working on literacy updates and field trips in Van Buren County. Kristen Chism, group events for parents, get books out in Berrien County. Anna Carter, provider appreciation event at SMC, a community resource forum at Pokagon Conference Center, playgroups twice per month throughout the summer, Family EXPO for anyone providing children services in September at COA, Implicit Bias trainings in October and November in Cass County.
 20. Pleasure of the floor – none
 21. Next Meeting Date – Joint Board/PC Meeting June 22, 2022, 4:30pm at VBISD Conference Center, 490 S. Paw Paw, Lawrence
 22. * Adjournment – Kristen Chism motioned to adjourn. Anna Carter seconded. Meeting adjourned at 6:00pm

Approved: TBD

*Denotes approval needed

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