

**Board Meeting Minutes**  
Thursday, April 27, 2023, 3:00pm  
**Watervliet Center, 188 Lucinda Lane, Watervliet**  
**CENTER TOUR**

Section #	Topic
<b>1.</b>	<p><b>Welcome and Preliminaries</b></p> <ul style="list-style-type: none"> <li>• <b>Board members in Attendance:</b> Brian Saxton (chair), Arthur Havlicek (Vice Chair) Chris Burns (treasurer), Linda Tinsley (secretary), Mark O’Reilly, Danielle Persky</li> <li>• <b>Guests in Attendance:</b> Chanda Hillman (CEO/Executive Director), Laura Burtis (Finance Director), Jade Evans (Communication and Engagement Coordinator), Rhonda Pallas (Center Director), Kevin Wordelman (HR Director)</li> <li>• <b>Voted Through Email :</b> Mary-alice Wirick (PC Chair)</li> </ul> <p>Quorum was met</p>
<b>2.</b>	<p><b>Approval of Agenda</b></p> <p>A. * Approval of Excused Absences</p> <p>B. * Approval of Agenda (Board Members can remove items from consent agenda at this point)</p> <p>Danielle Persky motioned, Chris Burns seconded. Motion passed.</p>
<b>3.</b>	<p><b>Consent Agenda Items</b></p> <p>(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 March 2023</p> <p>B. * Director Reports – March</p> <p>C. * 193.4 COVID-19 Mitigation Policy</p> <p style="padding-left: 40px;">i. Due to the supreme court ruling we no longer have to require vaccines for employees or volunteers.</p> <p>Brian Saxton motioned, Arthur Havlicek seconded. Motion passed.</p>
<b>4.</b>	<p><b>Report/Recommendations from Finance Committee</b></p> <p>A. * Finance Report – March</p> <p>B. * Carry-over Request</p> <p>Brian Saxton motioned, Danielle Persky seconded, motion passed</p>
<b>5.</b>	<p><b>Board Decisions (Motions)</b></p> <p>A. * Corrective Action Plans – Niles &amp; Background Checks Chris Burns motions, Mark O’Reilly seconded, motion passes</p> <p>B. * 2023-2024 Program Calendar Arthur Havlicek motions, Linda Tinsley seconded, motion passes.</p> <p>C. * Community Needs Assessment Linda Tinsley motions, Chris Burns seconded, motion passes.</p> <p>D. * Self-Assessment Danielle Persky motioned, Mark O’Reilly seconded. Motion passed.</p>
<b>6.</b>	<p><b>Communications</b> (significant events and operations)</p> <p>A. Location Funding Update</p>

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	<ul style="list-style-type: none"> <li>a. We are continuing to move forward with the purchase of Millburg but have had a minor setback with a ramp in the building needing further inspection from the fire department. We also are still hopeful for \$2 million from Stabenow's office in the federal budget for the Calvin Britain building.</li> <li>B. Change in Scope Conversation <ul style="list-style-type: none"> <li>a. We are not sure if this is the right choice, but we will continue with the process while we look at all our options.</li> </ul> </li> </ul>
<b>7.</b>	<p><b>Board Work on the Strategic Vision</b> (Report on Progress of Organizational Goals)</p> <ul style="list-style-type: none"> <li>A. Capacity building</li> <li>B. Report from Governance Task Force <ul style="list-style-type: none"> <li>a. Making Progress on bylaws and we think we see how we want the board and leadership team to function.</li> </ul> </li> <li>C. Report from Business Plan Task Force <ul style="list-style-type: none"> <li>a. Have not been able to have another meeting yet.</li> </ul> </li> </ul>
<b>8.</b>	<p><b>Board Education</b></p> <ul style="list-style-type: none"> <li>A. None</li> </ul>
<b>9.</b>	<p><b>Board Process Review</b></p> <ul style="list-style-type: none"> <li>A. Pleasure of the Floor</li> </ul>
<b>10.</b>	<p><b>* Adjournment and Post Meeting Assignments</b> <b>Meeting Adjourned at 4:39 pm</b> Arthur Havlicek motioned, Linda Tinsley seconded. Motion passed.</p>
<b>11.</b>	<p><b>Executive Session, if required</b></p>

**Next Meeting:** Thursday, May 25th, 2023, at 3:00pm at New Buffalo Center, 704 W. Merchant Street New Buffalo.

\*Denotes approval needed.

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