

Board Meeting Minutes
Thursday, August 31, 2023, 3pm
775 Hazen St, Paw Paw Mi, 49079

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <ul style="list-style-type: none"> • Board Members in Attendance: Brain Saxton (board chair), Arthur Havlicek (Vice Chair), Linda Tinsley (secretary), Danielle Persky • Board Members Voted Through Email: Kacee Dochenetz, Mark O’Reilly • Guests in Attendance: Chanda Hillman (CEO), Laura Burtis (CFO), Kevin Wordelman (HR Director), Patti Masters (Early Education Director), Mandy Orlando (Head Start Education Director), Jade Evans (Communications and Engagement Coordinator), Kristina Root (Education Coach), Kersten Strunk (Education Coach), Autumn Koppers (Head Education Coach) Scott Coppa (enFocus), Alex Shaffer (Kruggel Lawton, CPA)
2.	<p>Approval of Agenda</p> <p>A. * Accept resignation of Chris Burns Danielle Persky motioned; Brian Saxton seconded. Motion Passed.</p> <p>B. * Approval of Excused Absences – Ashely Hines, Mark O’Reilly, Kacee Dochenetz Danielle Persky motioned; Brian Saxton seconded. Motion Passed.</p> <p>C. * Approval of Agenda</p> <ul style="list-style-type: none"> a. Add 990 to Presentation b. Add MI Community Grant to Board Decisions c. Add PIR to Communications <p>(Board Members can remove items from consent agenda at this point) Danielle Persky motioned; Brian Saxton seconded. Motion Passed.</p>
3.	<p>Presentation</p> <p>A. * Audit Report from Kruggel Lawton, CPA</p> <ul style="list-style-type: none"> a. Alex Shaffer from Kruggel Lawton, CPA presented the audit. We were given an unmodified opinion, which is the highest you can receive. There were no findings in the audit. <p>Arthur Havlicek motioned; Danielle Persky seconded. Motion Passed.</p> <p>B. * 990 Tax form Linda Tinsley motioned; Arthur Havlicek seconded. Motion Passed.</p>
4.	<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> <ul style="list-style-type: none"> A. * Minutes from PC and Board meeting in May 2023 B. * Director Reports – June, July C. * Finance Report – June, July D. * Policy Updates – See Policy Summary <p>Danielle Persky motioned; Linda Tinsley seconded. Motion Passed.</p>
5.	<p>Board Decisions</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.*

	<p>A. * CEO/Executive Director Annual Performance Evaluation</p> <p>a. The Board reviewed the performance evaluation emailed to them before the meeting by Brian Saxton and provided feedback. Chanda Hillman received a positive assessment, and the Board is delighted with her performance. Danielle Persky said that she appreciated how Chanda organizes the information that comes to the board and that she makes it an easy board to serve on.</p> <p>Ather Havlicek motioned, Linda Tinsley seconded. Motion passed.</p> <p>B. * Bids for new carpet for Decatur Center</p> <p>a. The bid from West Michigan Carpet was recommended because they turned in the required Davis Bacon paperwork and can complete the job when we need it done at a reasonable price.</p> <p>Linda Tinsley motioned; Danielle Persky seconded. Motion Passed.</p> <p>C. * MI Community Center Grant</p> <p>a. \$2.5 million grant from the state that, if approved, will help us purchase and renovate the Calvin Brittian Building in Benton Harbor</p> <p>Linda Tinsley motioned; Danielle Persky seconded. Motion Passed.</p>
<p>6.</p>	<p>Communications (significant events and operations)</p> <p>A. Wellness Plan</p> <p>a. Chanda Hillman presented the Wellness Coordinator’s plan and expected outcomes for this program year</p> <p>B. enFocus Report</p> <p>a. Scott Coppa presented his progress on the research behind the strategic plan for the organization.</p> <p>C. Treasurer/Board Member</p> <p>a. Brian Saxton indicated that with Chris Burns resigning from the board, he can fill the role of Finance expert. However, we need to look for one that has expertise such as Chris’s. A representative from Cass County would be preferred as that area is currently underrepresented.</p> <p>D. New Name</p> <p>a. Through the work this summer, we have decided to go back to the drawing board as none of the options were just right</p> <p>E. PIR</p> <p>a. Chanda Hillman presented the PIR report. This report is an accumulation of all of the data from the program year and is submitted to the Office of Head Start each year.</p>
<p>7.</p>	<p>Board Education</p> <p>A. None</p>
<p>8.</p>	<p>Board Process Review</p> <p>A. Pleasure of the Floor</p>
<p>9.</p>	<p>* Adjournment and Post Meeting Assignments</p>

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	Brian Saxton motioned; Linda Tinsley seconded. Motion Passed. Meeting Adjourned at 4:53 pm.
10.	Executive Session, if required

Next Meeting Board: September 28, 3pm. Watervliet Center, 188 Lucinda Lane, Watervliet, 49098

*Denotes approval needed.