

Board Meeting Minutes
Thursday, November 30, 2023, 3:00pm
305 W Douglas St. Bangor Mi, 49013

CENTER TOUR

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <p>A. Board Members in attendance : Brian Saxton (Chair), Arthur Havlicek (Vice Chair), Mark O'Reilly, Michelle Hedgspeth</p> <p>B. Board Members in attendance through zoom: Danielle Persky, Ashely Hines</p> <p>C. Board Members who voted through email: Kacee Dochenetz</p> <p>D. Guests in attendance: Chanda Hillman (Executive Director), Laura Burtis (Finance Director), Kevin Wordelman (HR Director), Jade Evans (Communications and Engagement Coordinator), Cherie Smalley (Bangor Center Director)</p>
2.	<p>Approval of Agenda</p> <p>A. * Approval of Excused Absences – Linda Tinsley, Ashley Jaffee-Montgomery Mark O'Reilly motioned, Danielle Persky seconded. Motion passed.</p> <p>B. * Approval of Agenda</p> <p style="padding-left: 40px;">a. Move Line of Credit Increase to Board Decisions</p> <p style="padding-left: 40px;">b. Remove Policy Update – 144.2 Education Compliance Plan</p> <p>Mark O'Reilly motioned, Danielle Persky seconded. Motion passed. (Board Members can remove items from consent agenda at this point)</p>
3.	<p>Consent Agenda Items</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 October 2023 Mark O'Reilly motioned, Michelle Hedgspeth seconded. Motion passed</p> <p>B. * Director Reports – October Mark O'Reilly motioned, Michelle Hedgspeth seconded. Motion passed</p> <p>C. * Finance Report – October Mark O'Reilly motioned, Michelle Hedgspeth seconded. Motion passed</p>
4.	<p>Board Decisions (Motions)</p> <p>A. * Fund Development Job Description</p> <p style="padding-left: 40px;">a. We have received a significant donation that allows us to hire a Fund Development Director to help us build connections in the community and move forward with our business development plan. Danielle Persky motioned, Mark O'Reilly seconded. Motion passed</p> <p>B. * Health Insurance</p> <p style="padding-left: 40px;">a. Premium rates are increasing by 8.5%, to help alleviate some of the cost, we are including an HSA option for staff this year that will be a cheaper option. Danielle Persky motioned, Mark O'Reilly seconded. Motion passed</p> <p>C. * 401K Audit</p>

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	<p>a. Our audit revealed one finding that is being corrected. We are reviewing our internal controls to make sure it does not happen again. Mark O'Reilly motioned, Michelle Hedgspeth seconded. Motion passed.</p> <p>D. * Line of Credit Increase</p> <p>a. Per the finance committee, we have decided to increase our line of credit to 500K as a safety net incase of our funding being delayed due to the instability in the government budget. Mark O'Reilly motioned, Arthur Havlicek seconded. Motion passed.</p>
5.	<p>Communications (significant events and operations)</p> <p>A. EnFocus Report</p> <p>a. The board hired enFocus to create a business plan and do a community needs assessment. The results of that study and the next steps were included in the packet for review.</p> <p>B. Treasurer/Board Member</p> <p>a. We are still looking for an additional Board member, hopefully from Van Buren or Cass County.</p>
6.	<p>Board Education</p> <p>A. Association Request Letter</p> <ul style="list-style-type: none"> Included in the packet for review is a letter from six Head Start associations and their asks of the Office of Head Start
7.	<p>Board Process Review</p> <p>A. Pleasure of the Floor</p>
8.	<p>* Adjournment and Post Meeting Assignments</p>
9.	<p>Executive Session, if required</p>

Next Meeting: Board Meeting: Thursday, January 18 at 3pm, 775 Hazen St, Paw Paw, 49079

*Denotes approval needed.

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