

Board Meeting Minutes
Thursday, September 28, 2023, 3pm
188 Lucinda st, Watervliet Mi, 49098

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <ul style="list-style-type: none"> • Board Members in Attendance: Brain Saxton (board chair), Ashely Hines, Mark O’reilly, Michelle Hedgspeth (PC Vice Chair) • Board Members Voted Through Email: Danielle Persky • Guests in Attendance: Chanda Hillman (CEO), Laura Burtis (CFO), Kevin Wordelman (HR Director), Jade Evans (Communications and Engagement Coordinator), Sabine Fischer (German Exchange Program), Rhonda Pallas (Watervliet Center Director), Bryn Nettleton (Human Resources Specialist)
2.	<p>Approval of Agenda</p> <p>A. * Approval of Excused Absences – Arthur Havlicek, Linda Tinsley, Kacee Dochenetz</p> <p>Ashley Hines motioned, Mark O’Reilly seconded. Motion passed.</p> <p>B. * Approval of Agenda</p> <p style="padding-left: 40px;">a. Move Economic Development Grant from Communications to Board Decisions</p> <p style="padding-left: 80px;">(Board Members can remove items from consent agenda at this point)</p> <p>Ashley Hines motioned, Michelle Hedgspeth seconded. Motioned passed.</p>
4.	<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 August 2023</p> <p>B. * Director Reports – August</p> <p>C. * Finance Report – August</p> <p>Mark O’Reilly motioned; Ashley Hines seconded. Motion passed.</p>
5.	<p>Board Decisions</p> <p>A. * Economic Development Administration (EDA) - Recompete pilot program in coordination with Southwest Michigan Planning Commission (SWMPC) - up to \$50,000,000</p> <p style="padding-left: 40px;">a. Southwest Michigan Planning Commission approached us to help us create a competitive grant that will help us with the purchase and renovation of the Calvin Brittian building and a building in the Cassopolis location. This is a highly competitive grant, but we want to make sure that we at least put our names in for consideration</p> <p>Brian Saxtion motioned; Ashley Hines seconded. Motion passed.</p>
6.	<p>Communications (significant events and operations)</p> <p>A. EHS Summer Student Analysis Report</p>

	<ul style="list-style-type: none"> a. This report shows the outcomes for our Early Head Start students from the summer months. Looking at the data you can see that the Early Head Start students are right where we would expect them, and need them to be. There are no concerns. B. enFocus Report <ul style="list-style-type: none"> a. EnFocus has two surveys out in the community. The family survey is doing well, but the business survey is having less than optimal return. C. Treasurer/Board Member <ul style="list-style-type: none"> a. We are still looking for someone who works in the finance industry to fill the treasurer role of our board.
7.	Board Education <ul style="list-style-type: none"> A. None
8.	Board Process Review <ul style="list-style-type: none"> A. Pleasure of the Floor B. Discussed how a government shutdown would impact our program, and other programs as a whole.
9.	* Adjournment and Post Meeting Assignments Ashely Hines motioned; Michelle Hedgspeth seconded. Motion Passed. Meeting Adjourned at 4:00 pm.
10.	Executive Session, if required

Next Meeting Board: October 26, 3pm. Cass Modular, 1122 Follett Dr, Cassopolis, 49031

*Denotes approval needed.

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.*