

# Board Meeting Minutes

Thursday, January 22, 2026, 3:00pm

**Zoom**

Section #	
1.	<p><b>Welcome and Preliminaries</b></p> <p><b>Board Members in Attendance:</b> Brian Saxton, Arthur Havlicek, Danielle Persky, Michael Mompremier, Stacey Stephens  <b>Board Members voting through email:</b> Linda Tinsley, Haylei Shepard  <b>Guests in Attendance:</b> Chanda Hillman CEO, Laura Burtis CFO, Maureen Ovington Development Director, Marybeth Johnson HR Director, Patti Masters Early Head Start Education Director, Kevin Wordelman (COO)  <b>Quorum was met.</b>            Brian called the meeting to order at 3:03 pm</p>
2.	<p><b>Approval of Agenda</b></p> <ul style="list-style-type: none"> <li>a. * Approval of Excused Absences               <ul style="list-style-type: none"> <li>a. Kacee Dochenetz, Sarah Parkhurst, Linda Tinsley, Haylei Shepard Danielle motioned, Arthur seconded. Motion carried.</li> </ul> </li> <li>b. * Approval of Agenda Danielle motioned, Brian seconded. Motion carried.</li> <li>c. * Approval of Board Member Appointment: Stacey Stephens Brian motioned, Arthur seconded. Motion carried.</li> </ul>
3.	<p><b>Consent Agenda Items</b>            (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"> <li>a. * Directors Reports - November/December               <ul style="list-style-type: none"> <li>a. HR Dashboard</li> <li>b. Family Services Report</li> <li>c. Development Report</li> <li>d. Education Report</li> <li>e. Health Services Report</li> </ul> </li> <li>b. * 148.1 Conference Expectations</li> <li>c. * Health and Mental Health Advisory Committee Minutes</li> <li>d. * 312.9 Selection and Enrollment Policy</li> <li>e. * 702.3 Fundraising and Grant Writing Authorization Policy</li> <li>f. * Development Director Job Description</li> <li>g. * 305.3 EHS → EHS and HS → HS Transition Policy Danielle motioned, Michael seconded. Motion carried.</li> </ul>

4.	<p><b>Report from the Finance Committee</b></p> <ul style="list-style-type: none"> <li>a. * Finance Reports - November/December: Coming to the end of the grant year, discussed expected 401k contribution. Danielle motioned, Michael seconded. Motion carried.</li> <li>b. * Line of Credit: \$500,000 at prime plus 1% interest. Annual renewal. Will request board approval prior to using. Danielle motioned, Michael seconded. Motion carried.</li> <li>c. * Finance Policies and Procedures Michael motioned, Stacey seconded. Motion carried.</li> <li>d. * 401k Audit: Clean audit Michael motioned, Danielle seconded. Motion carried.</li> <li>e. ,* DEC Awning: \$17,490 to replace the awning between buildings Danielle motioned, Stacey seconded. Motion carried.</li> </ul>
5.	<p><b>Board Decisions (Motions)</b></p> <ul style="list-style-type: none"> <li>a. * 2026-2027 Board/PC/Finance Calendar Danielle motioned, Michael seconded. Motion carried.</li> <li>b. * 2026-2027 Program Options Michael motioned, Stacey seconded. Motion carried.</li> <li>c. * 2026-2027 Program Calendar Danielle motioned, Michael seconded. Motion carried.</li> <li>d. * 2026-2027 Fundraising Priorities Stacey motioned, Michael seconded. Motion carried.</li> <li>e. * 810.1 Program Interruption and Restart Contingency Plan Michael motioned, Michael seconded. Motion carried.</li> </ul>
	<p><b>Board Communications</b></p> <ul style="list-style-type: none"> <li>a. Contingency Planning - Discussed what will happen if FY26 funds are not received by 2/1/26.</li> <li>b. Alternate Funding Sources</li> </ul>
6.	<p><b>Board Education</b></p> <ul style="list-style-type: none"> <li>a. FA1 Prep - Reviewed possible questions and the process for the FA1 federal review taking place the week of February 16.</li> </ul>
7.	<b>Board Process Review</b>
8.	<b>Executive Session</b>
9.	<p><b>* Adjournment and Post Meeting Assignments</b></p> <p>Danielle motioned to adjourn; Brian seconded. Motion carried. Meeting adjourned at 4:49 pm</p>

\*Denotes approval needed

**Next Meeting Date:** Thursday, March 26, 2026 3:00pm, 188 Lucinda Lane, Watervliet