

**Board Meeting Minutes**  
Thursday August 29, 3pm  
**HSO: 775 Hazen Street, Paw Paw Mi, 49079**

Section #	Topic
1.	<p><b>Welcome and Preliminaries:</b></p> <p><b>Members in attendance:</b> Brian Saxton  <b>Members in attendance via Zoom:</b> Arthur Havlicek  <b>Email votes:</b> Kacee Dochenetz, Mary-alice Wirick, Kahli Lorenz</p> <p><b>Quorum was met.</b>  <b>Called to order at 3:06 pm by Brian Saxton</b></p>
2.	<p><b>Approval of Agenda:</b></p> <p>A. * Approval of Excused Absences  <b>Excused absences:</b> Linda Tinsley, Kacee Dochenetz, Danielle Persky, Ashley Hines  Arthur Havlicek motioned; Brian Saxton seconded. Motion passed.</p> <p>B. * Approval of Agenda  a. Added 401K amendment  Arthur Havlicek motioned; Brian Saxton seconded. Motion passed.</p>
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> <p>A. * Board Minutes – Joint Meeting  Arthur Havlicek motioned; Brian Saxton seconded. Motion passed.</p> <p>B. * Director Reports – June/July  a. HR Dashboard  b. Development Report  Arthur Havlicek motioned; Brian Saxton seconded. Motion passed.</p>
4.	<p><b>Report from the Finance Committee</b></p> <p>A. *Finance Reports – June/July  B. *Cass Imagine Center  a. Legal Fees  i. To create another 501C3 to work for grants for Cass Imagine Center in partnership with The Village of Cassopolis and Cass District Library.  b. Letter of Intent  i. To support the Cass Imagine Center Project  C. *990 Report  i. The organization’s 2023 Exempt Organization return  D. *401K amendment  i. Changing rules for early withdrawal due to hardship to allow vested dollars to be withdrawn.</p> <p>Arthur Havlicek motioned; Brian Saxton seconded. Motion passed.</p>
5.	<p><b>Board Decisions (Motions)</b></p> <p>A. * Grant Approvals  a. Stephen E. Upton - \$50,000 for Tuition Based Slots  Arthur Havlicek motioned; Brian Saxton seconded. Motion passed.</p>

	<p>B. * 5-year Goals</p> <p>a. Billy McManus previously reviewed and stated we are heading in the right direction Arthur Havlicek motioned; Brian Saxton seconded. Motion passed.</p> <p>C. * PIR</p> <p>i. Provides an overview of the services, staff, children and families served by the program. Required to be completed annually by the office of Head Start. Arthur Havlicek motioned; Brian Saxton seconded. Motion passed.</p>
6.	<p><b>Board Communications</b></p> <p>A. Head Start Funding First change of rules since 2016; many policy changes or updates will be coming.</p> <p>B. Universal PreK Still expanding, need additional space and qualified staff</p> <p>C. Licensing Changes All good changes around health and safety, could have financial implication on the program.</p>
7.	<p><b>Board Education</b></p> <p>A. Grant Cycle</p> <p>i. Expecting FA1 within the next year</p>
8.	<p><b>Board Process Review</b></p> <p>A. Pleasure of the Floor</p>
9.	<p><b>Executive Session – Salaries</b></p> <p>Did not need to go into Executive Session, all discreetly discussed and voted to approve</p>
10.	<p><b>* Adjournment and Post Meeting Assignments:</b> Meeting adjourned at 4:14 pm</p>

**Next Meeting:** Board Meeting: Thursday, October 24, Bangor, 305 W Douglas St

**Next Mandatory Training:** Governance Training: Wednesday, October 9, HSO, 775 Hazen Street Paw Paw, 49070

**Still need to attend training:** Linda Tinsley, Mark O’Reilly, Ashley Hines, Arther Havlicek

\*Denotes approval needed.