

Board Meeting
Thursday, November 21 3 pm
Millburg: 4821 North St, Benton Harbor 49022

Section #	Topic
1.	<p>Welcome and Preliminaries – Arthur called meeting to order 3:15pm</p> <ul style="list-style-type: none"> • Board Members in Attendance: Arthur Havlicek (Vice Chair), Kahli Lorenz (PC Chair) • Board Members Attending Through Zoom: • Board Members Voting Through Email: Kacee Dochenetz, Mary-alice Wirick (PC Vice-Chair), Linda Tinsley • Guests in Attendance: Chanda Hillman (CEO), Laura Burtis (CFO), Ivette Bucio (Communications and Engagement Coordinator), Maureen Ovington (Development Director), Melanie Bullock (Community Inclusion Manager), Kevin Wordelman (Human Resources Director) • Quorum Was Met
2.	<p>Approval of Agenda</p> <p>A. * Approval of Excused Absences – Brian Saxton and Danielle Perskey</p> <p>B. * Approval of Agenda</p> <p>Kahli motioned; Arthur seconded. Motion carried. (Board Members can remove items from the consent agenda at this point)</p>
3.	<p>Consent Agenda Items</p> <p>A. * Board Minutes – October Meeting</p> <p>B. * Director Reports – October</p> <p style="margin-left: 20px;">a. HR Dashboard – looks great</p> <p style="margin-left: 20px;">b. Family Services Report – FAs have been working very hard</p> <p style="margin-left: 20px;">c. Development Report – more people showed up then RSVP'd for FOF event at Cass. The Whirlpool meeting went well, and they requested that we follow up with a specific donation request.</p> <p>Kahli motioned; Arthur seconded. Motion carried.</p>
4.	<p>Report from the Finance Committee</p> <p>A. * Finance Reports – October – 75% year completed, 25% of the year remaining. Watching EHS funds closely because it is at 26% for the year. Waivers for In-Kind have been submitted but we are awaiting approval.</p> <p style="margin-left: 20px;">a. In-Kind – Participation rate and skill builders have not been consistent compared to numbers before COVID. Melanie asked if skill builders can be digital or via text? JotForm was mentioned. Our parent communication app should be enforced to use by parents to meet In-Kind goals. We need to let them know how important this is for our program and our funding.</p> <p>Kahli motioned; Arthur seconded. Motion carried.</p>
5.	<p>Board Decisions (Motions)</p> <p>A. * Health Insurance – We have open enrollment/renewal coming up. With prices increasing there is an 11% increase if we keep the same three plans we have currently. We have decided to do one HSA plan for all employees with a 1.1% increase for all. Flowers will contribute \$200, once a year, towards each HAS account for those who opt into insurance. We have an open enrollment benefits meeting for all staff in December to help them understand the new plan that will be taking place starting February 1st.</p>

	<p>Kahli motioned; Arthur seconded. Motion carried.</p> <p>B. * 401K Audit – A recent audit highlighted several deficiencies in our plan management. Improper calculation of vesting, timely deposit of participant contributions, plan monitoring for pre-tax and Roth contributions, and incorrect census data. The finance department have established corrective actions to address these deficiencies. The Finance Department and HR Department are starting the processes of investigating new agencies for record keeping and third-party administration of the plan.</p> <p>Kahli motioned; Arthur seconded. Motion carried.</p>
6.	<p>Board Communications</p> <p>A. New Administration Expectations – There’s been increased discussion about eliminating the Office of Head Start, an issue that isn’t new but has become more prominent recently. The idea of block granting to states has also been mentioned, raising further concerns. In response, we’re actively engaging in advocacy efforts, working with families, and developing action plans to address a variety of potential scenarios. Additionally, the urgency around transitioning to a tuition-based model remains a top priority.</p> <p>B. MHSAC Meeting Minutes – Great meeting/turnout. Healthcare providers come in from all three counties to share information.</p>
7.	<p>Board Education</p> <p>A. None</p>
8.	<p>Board Process Review</p> <p>A. Pleasure of the Floor</p>
9.	<p>Executive Session</p>
10.	<p>* Adjournment and Post Meeting Assignments</p> <p>Kahli motioned; Arthur seconded. Motion carried. Meeting adjourned at 4:15pm</p>
11.	<p>Tour</p>

Next Meeting: Board Meeting: Thursday, January 23, via Zoom

*Denotes approval needed.