

**Board Meeting**

Thursday, January 23, 2025, 3:00 pm

**Zoom**

<https://us06web.zoom.us/j/85735125131?pwd=9qsW3ErpnoPn8kyjeb9azAnt0GoGRa.1>

Section #	Topic
1.	<p><b>Welcome and Preliminaries Brian called meeting to order 3:03pm</b></p> <ul style="list-style-type: none"> <li>• <b>Board Members in Attendance:</b></li> <li>• <b>Board Members Attending Through Zoom:</b> Brian Saxton (Chair), Kahli Lorenz (PC Chair), Linda Tinsley, Ashley Hines, Arthur Havlicek (Vice-Chair)</li> <li>• <b>Board Members Voting Through Email:</b></li> <li>• <b>Guests in Attendance:</b> Chanda Hillman (CEO), Maureen Ovington (Development Director), Gloria Walters (Family Services Director), Laura Burtis (CFO), Kevin Wordelman (Human Resources Director), Ivette Bucio (Communications and Engagement Coordinator)</li> <li>• <b>Quorum Was Met</b></li> </ul>
2.	<p><b>Approval of Agenda</b></p> <p>A. * Approval of Excused Absences – Mark O’Riley needs to resign from the board.</p> <p>B. * Approval of Agenda – Remove Three Oaks Letter of Intent – Pokagon said it was not a feasible project based on funds.</p> <p>Linda motioned; Ashley seconded.</p> <p>(Board Members can remove items from the consent agenda at this point)</p>
3.	<p><b>Consent Agenda Items</b></p> <p>A. * Board Minutes – November Meeting</p> <p>B. * Director Reports – November/December</p> <ul style="list-style-type: none"> <li>• Our first fundraising event is coming up, and we need the support of our Board as table captains! Join us on <b>Monday, March 25</b>, at <b>9:00 AM</b> for breakfast at <b>Millburg</b>. There is no admission fee, we will encourage donations during the event to support our mission. Invitations will soon be sent out to those who have attended previous (FOF) events.</li> <li>• If the Congressional Review Act rules are reverted, we will need to act quickly to reverse any measures that have already been implemented.</li> <li>• Rep Tim Walburg has been selected for Chair of the House Education – in a statement on a GAO report he talked about HS programs endangering the safety and wellbeing of children and lack of oversight of taxpayer dollars.</li> <li>• Increasing advocacy efforts <ul style="list-style-type: none"> <li>a. HR Dashboard – Green areas indicate where we are seeing improvements, while yellow highlights areas of concern. <p><b>Staff Attendance:</b> A 13% decrease in staff absenteeism reflects a positive trend.</p> <p><b>Staff Stress:</b> There has been a rise in self-reported stress levels among staff.</p> <p><b>Vacancies:</b> Brian inquired about current vacancies. We currently have five open teacher positions (Watervliet, DEC, and 3 at Millburg, which 1 staff member may remain), with a total of five teacher vacancies.</p> </li> <li>b. Family Services Report – Enrollment has increased, reaching the 89-90% mark, with 17 new acceptances in Benton Harbor. The number of children needed in New Buffalo has decreased from 17 to 7.</li> </ul> </li> </ul>

	<p>c. Development Report – Mo proposed a board seat to the CEO of Honor Credit Union. Foundation Outreach: A meeting is being arranged with the new foundation contact at Whirlpool. Corewell Update: A proposal has been sent to Natalie, and a meeting is in the works. Capital Campaign: A planning meeting is scheduled for two weeks to determine the committee members. Board support will be essential for this effort. Breakfast in Bloom Video: A video is being created for the event, highlighting an impact story from both an employee's and a family's perspective.</p> <p>C. * 312.5 Selection and Enrollment Policy – review annually D. * 702.2 Fundraising and Grant Writing Authorization Policy – review annually</p> <p>Arthur moved; Linda seconded. Motion carried.</p>
<p>4.</p>	<p><b>Report from the Finance Committee – ending the year in good shape financially</b></p> <p>A. * Finance Reports – November/December</p> <ul style="list-style-type: none"> <li>a. In-Kind – waiver was approved – we will meet the numbers required</li> <li>b. 401k TPA</li> <li>c. 401k Record Keeper – significant savings in moving forward with Transamerica</li> <li>d. Line of Credit - normal review – \$500,000 renewal that will cover one round of payroll if needed</li> <li>e. CACFP Fund Codes – internal change so that food purchases are accounted for</li> </ul> <p>Linda motioned; Kahli seconded. Motion carried.</p>
<p>5.</p>	<p><b>Board Decisions (Motions)</b></p> <p>A. * 2025-26 Fundraising Priorities – Ashley motioned; Arthur seconded. Motion carried.</p> <p><del>B. * Three Oaks Letter of Intent</del></p> <p>C. * 2025-26 Program Calendar – Calendar addresses HS requirements, GSRP requirements and staff concerns from this year. – Kahli motioned; Arthur seconded. Motion carried.</p> <p>D. * 2025-26 Board/PC Dates – meets requirements in bylaws – Linda motioned; Kahli seconded. Motion carried.</p> <p>E. * 2025-26 Program Options – no changes made – Kahli motioned; Linda seconded. Motion carried.</p>
<p>6.</p>	<p><b>Board Communications</b></p> <p>A. Wage Scale – The Congressional Review Act could potentially be reverted, but regardless, we aim to continue prioritizing higher wages for our staff. If the Act is not reverted, we will need to choose between two options: A compressed wage scale that does not account for longevity. Or a more equitable wage scale that better reflects experience but would require an increase in our grant funding to implement.</p> <p>B. Results Board Survey – Progress that we’ve made has been substantial. We need to focus on improving attendance and engagement, as well as defining clear standards and expectations for board members, board succession and fundraising efforts.</p> <p>C. Governance Screener – By April 1<sup>st</sup> the governance screener has to be reviewed as a requirement from Office of HS.</p> <p>D. Advocacy Plan – Paquette visiting Niles tomorrow. Andrews visiting Benton Harbor in late March.</p>

	E. 1 <sup>st</sup> Marking Period Student Outcomes Report – This helps guide professional development for staff and informs various aspects of our program. It’s important to note that 20% of children have an IEP or IFSP, which should be considered when evaluating the "Below" numbers.
<b>7.</b>	<b>Board Education</b> A. Absenteeism – used Attendance Works definitions, identifying chronic absenteeism as missing 2 or more days per month. A significant number of cases fall into the moderate and severe categories, highlighting that improving attendance will require an all-hands-on-deck approach.
<b>8.</b>	<b>Board Process Review</b> A. Pleasure of the Floor – Chanda selected to be a mentor for the UCLA New Director Program – Will also be on the MHSA Board
<b>9.</b>	<b>Executive Session</b>
<b>10.</b>	<b>* Adjournment and Post Meeting Assignments</b> Brian motioned. Linda seconded, 4:32pm adjourned.

**Next Meeting:** Thursday, March 27, 2025, 3:00pm, DEC 465 S. McCord Benton Harbor, MI

\*Denotes approval needed.