



Policy Council Meeting Minutes

Millburg - 4821 North Street, Benton Harbor, MI 49022

Wednesday, November 20th, 2024, 5:30 pm

1. Welcome & Introductions

Policy Council Members Present: Kahli Lorenz (Cassopolis – PC Chair), Sydney Whittker (Watervliet EHS – PC Treasurer), Hailey Marbut (Bangor – EHS – PC Secretary), Mary-alice Wirick (Niles – PC Vice Chair), Sarah Newman (Decatur/GSRP), Megan Mallory (Mattawan/GSRP), Khyra Kimble (Millburg HS), Kieshazsa Davis (Millburg EHS), Samantha Litaker (SMC/GSRP)

Policy Council Members attending via Zoom: Katherine Arnett (Paw Paw/GSRP)

Policy Council Members approving via email: Sherry Benett (PC Community Member – Van Buren GSC)

Quorum was met.

Guests: Chanda Hillman (CEO), Laura Burtis (CFO), Maureen Ovington (Development Director), Ivette Bucio (Communications and Engagement Coordinator), Ana Moreno (Family Advocate), Laura Brugh (Family Advocate), Tiffany Perkins (Family Advocate), Eve Alcaraz (Family Advocate), Melanie Bullock (Community Inclusion Manager), Rut Vargas (Enrollment & Recruitment Assistant), Stacey Knuth (ERSEA Manager), Juanisha Young (Family Advocate), Trecia Davis (Family Advocate), Crystal Hayes (Family Advocate), Amanda Raymond (Family Advocate), Elizabeth Rodriguez (Dual Language Coordinator), Sandi Candelario (Dual Language Support Advocate)

Kahli Lorenz called the meeting to order at 5:38 PM.

2. * Approve Minutes – October

Samantha Litaker motioned to approve, Sydney Whittker seconded. Motion passed.

3. * Directors Report – October

- a. HR Dashboard
- b. Family Services Report
- c. Fund Development Report

Samantha Littker motioned to approve, Sydney Whittker seconded. Motion passed.

4. * Finance Report – October

- a. In Kind
 - Maureen Ovington asked about trends in In Kind, and if there are certain months where upticks occur.
 - Laura Burtis replied that there has been a decline in In Kind since COVID-19 so the current uptick is new.
 - Chanda Hillman said that the organization is still waiting on approval from the waiver approved in the previous meeting, and that In Kind is important moving forward.

Mary-alice Wirick motioned to approve, Samantha Littker seconded. Motion approved.

5. *Health Insurance

- Laura Burtis spoke about the increase in cost of health insurance being shared across the organization. Due to increases the organization will offer only one Health Insurance plan next year instead of three, the HSA plan.
- Maureen Ovington asked how much HSO would contribute to each employees' HSA.
- Chanda Hillman stated that HSO would contribute \$200 initially, and again once every year of employment.
- Other insurances offered, including dental, vision, etc., remain unchanged.

Samantha Littker motioned to approve. Mary-alice Wirick seconded. Motion passed.

6. *401k Audit

- For the most recent 401k Audit, a handful of errors were discovered with only one that was within the current span of control of the organization. Due to these errors and previous errors, we will be searching for a new Third-Party Administrator and an RFP will be submitted to the Board and PC for approval at the January meeting.

Samantha Littker motioned to approve. Mary-alice Wirick seconded. Motion passed.

7. Education

a. New Administration Expectations

- Chanda Hillman spoke about the importance of family advocacy under the new administration, since Head Start has not been reauthorized by Congress since 2007.
- Kahli Lorenz and Chanda Hillman discussed alternative methods of gaining authorization.
- Mary-alice Wirick suggested family meetings to discuss advocacy be done in each county Head Start services.
- Maureen Ovington stressed the importance of local collaborations and funding in order to operate regardless of funding changes

b. MHSAC Meeting Minutes – October 2024

- This is a meeting where local health providers come together to discuss current updates and potential changes in practices.

8. Report from Centers

9. Report from Great Start Collaboratives

-New GSC Director for Berrien County, will be invited to a future meeting.

10. Pleasure of the floor

-Mary-alice Wirick suggested hosting a craft show in the Spring, at the Millburg Center for a fundraiser. She also suggested the creation of a pre-approved fundraiser list to make approval easier.

11. Next Meeting Date – Wednesday, January 22nd- Millburg Center, via Zoom

12. * Adjournment

Samantha Littker motioned to approve. Mary-alice Wirick seconded. Motion Passed.

Meeting adjourned at 7:08 PM

*Denotes approval needed