

Board Meeting Minutes

Thursday, March 26, 2026, 3:00pm

188 Lucinda Lane, Watervliet

Section #	
1.	<p>Welcome and Preliminaries</p> <p>Board Members in Attendance: Brian Saxton, Stacey Stephens, Haylei Shepard, Michael Mompremier, Linda Tinsley, Danielle Persky, Sara Parkhurst, Arthur Havlicek</p> <p>Guests in Attendance: Guests in Attendance: Chanda Hillman CEO; Laura Burtis CFO; Kevin Wordelman COO; Maureen Ovington Director of Philanthropic Innovation; Mandy Orlando Head Start Education Director; Marybeth Johnson Human Resources Director; Cindy Thomas Health and Mental Health Services Director; Patti Masters Early Head Start Education Director; Rhonda Pallas Watervliet Preschool Director; Ivette Bucio Communications & Engagement Coordinator</p> <p>Quorum was met.</p> <p>Brian called meeting to order 3:10pm</p>
2.	<p>Approval of Agenda</p> <ul style="list-style-type: none"> a. * Approval of Excused Absences – Kacee Dochenetz b. * Approval of Agenda <p>Linda motioned; Michael seconded. Motion carried.</p>
3.	<p>Consent Agenda Items</p> <p>(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"> a. * Directors Reports – January/February <ul style="list-style-type: none"> i. We are under enrolled and have heard that the OHS has been issuing letters that some programs may be required to return funds. If we receive a letter, we plan to submit and appeal. We will also submit a conversion request. b. HR Dashboard <ul style="list-style-type: none"> i. Working on retention strategies c. Family Services Report d. Development Report e. Education Report:

	<ul style="list-style-type: none"> i. Outcomes are on track, focusing on goal setting with dual language learners f. Health Services Report b. * SF 425 <ul style="list-style-type: none"> a. Report that is submitted three times annually to the OHS; includes cash reporting, in-kind, budget revisions, CACFP, and admin costs c. * SF 429 <ul style="list-style-type: none"> a. Annual real property status report for properties with federal interest d. * EXPO Lunch <ul style="list-style-type: none"> a. \$2,488.50 <p>Danielle motioned; Arthur seconded. Motion carried.</p>
<p>4.</p>	<p>Report from the Finance Committee</p> <ul style="list-style-type: none"> a. * Finance Reports – January/February <ul style="list-style-type: none"> a. Fiscal closeout estimated to be done by end of April <p>Linda motioned; Michael seconded. Motion carried.</p> <ul style="list-style-type: none"> b. * New Accounting Database <ul style="list-style-type: none"> a. Better modern interface for Finance team, HR team, and staff time reporting b. Better modern interface for grants c. Outsourced Payroll Processing d. Implementation planned for June/July with full rollout in August <p>Danielle motioned; Linda seconded. Motion carried.</p> <ul style="list-style-type: none"> c. * 401K Contribution <ul style="list-style-type: none"> a. Recommending 15% <p>Arthur motioned; Michael seconded. Motion carried.</p>
<p>5.</p>	<p>Board Decisions (Motions)</p> <ul style="list-style-type: none"> a. * Grant Amendment: Conversion <ul style="list-style-type: none"> a. If we were to receive a letter from OHS, we would appeal and submit a conversion request. b. Converting Head Start slots to Early Head Start slots <p>Michael motioned; Danielle seconded. Motion carried.</p> <ul style="list-style-type: none"> b. * Search Firms <ul style="list-style-type: none"> a. Recommendation: Welsh & Associates b. Search committee – Two board members, two policy council members, two staff members c. Timeline: Goal is to have new CEO in place by August 1st <p>Danielle motioned; Arthur seconded. Motion carried.</p> <ul style="list-style-type: none"> c. * Interim Director <ul style="list-style-type: none"> a. Laura Burtis beginning April 24 <p>Arthur motioned; Danielle seconded. Motion carried.</p> <ul style="list-style-type: none"> d. * CEO Job Description

	<ul style="list-style-type: none"> a. More strategic vision - forward thinking <p>Arthur motioned; Danielle seconded. Motion carried.</p>
	<p>Board Communications</p> <ul style="list-style-type: none"> a. Transition Plan a. Responsibilities have been distributed across the Directors
6.	<p>Board Education</p> <ul style="list-style-type: none"> a. Maureen Ovington – Childcare Systems Mapping
7.	<p>Board Process Review</p>
8.	<p>Executive Session</p>
9.	<p>* Adjournment and Post Meeting Assignments</p> <p>Danielle motioned to adjourn; Brian seconded. Motion carried. Meeting adjourned at 4:47pm</p>

*Denotes approval needed

Next Meeting Date: Wednesday, June 17, 2026 2:30pm, 490 S. Paw Paw St, Lawrence