



**Board of Commissioners Meeting**  
**Hybrid – at Kent ISD & Zoom**  
**Thursday, July 27, 2023**  
**8:30-10:30 a.m.**  
**Minutes**

**Present:**

Co-Chair Kate Pew Wolters, Co-Chair Lew Chamberlin, Amanda Barbour, Claire Guisfredi, Hanna Jaworski, Melinda Johnson, Anthony Queen, Milt Rohwer, Josh Sayles, Michelle Van Dyke, Car Ver Beek, and Joslyn Ward.

**Absent:** Ron Koehler, Dr. Juan Olivarez, Kelsey Perdue, Randy Thelen, and Sean Welsh.

**Guests:** None

**Staff:**

Jennifer Headley-Nordman, Heather Boswell, Shelby Glover, Megan Streng, and Jill B. Salisbury who recorded the minutes.

**Welcome:**

Kate Pew Wolters called the meeting to order at 8:32 a.m.

**Consent agenda:**

Kate Pew Wolters asked for a motion to adopt and approve the consent agenda, including the minutes from the May 25, 2023 meeting.

Motion to adopt and approve the consent agenda: Melinda Johnson  
Support: Lew Chamberlin  
Motion Passed

**Public Comment:** No public comment.

**Equity:**

No update

**Investing Early:**

- **Treasurer's Report:**

**June Financials:**

Josh Sayles presented the June First Steps Kent and Ready by Five financials.

Motion to approve as presented: Lew Chamberlin  
Support: Melinda Johnson  
Motion Passed

- **Form 990 Tax Return:**

Josh Sayles explained the form was prepared by Rehmann. Both the finance and executive committees have reviewed and recommend it for board approval. It will be filed before August 15, 2023.

Motion to approve and file: Lew Chamberlin  
Support: Melinda Johnson  
Motion Passed

- **Line of Credit Renewal:**

The line of credit with Mercantile Bank is being renewed. The amount is \$150k. Jennifer Headley-Nordman, Lew Chamberlin, and Josh Sayles are designated check signers with only one signature required.

Motion to renew the line of credit: Michelle Van Dyke  
Support: Josh Sayles  
Motion Passed

- **Ready by Five 2024 Allocations:**

Kate Pew Wolters, this year's chair for Resident Proposal Review Board (RPRB), provided an update. Heather Boswell gave an overview of programs that the RPRB recommended for funding. She noted that this year Kent County is transitioning from a January 1 calendar year to an October 1 fiscal year. The total FY 2023-2024 allocation amount for October 1, 2023 – September 30, 2024 is \$11,006,189.00. A discussion followed.

Motion to approve funding: Claire Guisfredi  
Support: Amanda Barbour  
Motion was approved with the following abstentions: Carl Ver Beek, Hanna Jaworski, Michelle Van Dyke, and Joslyn Ward.

This allocation request will be sent to the Kent County Commission for final approval.

- **Grants Update:**

Jennifer Headley-Nordman provided an update on current grants and pending grants.

**Communications:**

Jennifer Headley-Nordman explained that recent First Steps Kent media coverage was shared in the board packet. As part of the Ready by Five Early Childhood millage renewal informational campaign, new posters are now available for board members to post at their workplaces and in community spaces.

**Mainspring Early Care Alliance:**

Jennifer Headley-Nordman shared that First Steps Kent recently received \$200k for a family child care network grant from Early Childhood Investment Corporation. The grant is for one year.

**Nominating Committee:**

The nominating committee and chair Melinda Johnson hosted a coffee social at 8 a.m. this morning before the board meeting. This opportunity to mingle with fellow board members will continue to be held at September and November's meetings. Melinda noted that three board members are rotating off the commission at the end of 2023. New nominees are in process. Please forward any recommendations to the committee via Melinda. Kate Pew Wolters noted that Juan Olivarez's son was in a motorcycle accident

recently. He is recovering at Mary Free Bed. She also said Lynne Ferrell has resigned from the First Steps Kent Commission so Lynne can focus on her health. There are plans to thank Lynne for her service at an upcoming meeting.

**President's Report:**

Jennifer Headley-Nordman gave a Ready by Five Early Childhood Millage campaign update. There was discussion about renewal versus increase, and an August versus November 2024 ballot. On September 5, 2023 First Steps Kent will meet with Kent County's Millage Subcommittee. Kate Pew Wolters announced that Win Irwin, Irwin Seating, has agreed to be a co-chair of the political campaign committee. First Steps Kent has also had on-going conversation with Together West Michigan around millage support. Kate encouraged board members to consider donating to either the information campaign or the political campaign. Jennifer also noted that she will serve on a panel in Lansing on August 23 as a part of Michigan League for Public Policy's Kids Count day.

**Adjournment & Executive Session:**

Kate Pew Wolters ended the meeting at 9:51 a.m. with an executive session immediately following.

**Next Commission Meetings:  
Thursday, September 28, 2023  
Thursday, November 16, 2023**