Board of Commissioners Meeting
Via Zoom
Thursday, January 26, 2023
8:30-10:30 a.m.
Minutes

Present:
Co-Chair Kate Pew Wolters, Co-Chair Lew Chamberlin, Robert Herr, Pastor Howard Earle, Lynne Ferrell, Claire Guisfredi, Dr. Hanna Jaworski, Ron Koehler, Dr. Juan Olivarez, Kelsey Perdue, Anthony Queen, Randy Thelen, Michelle Van Dyke, Carl Ver Beek, Joslyn O. Ward, and Sean Welsh.

Absent: Amanda Barbour, Melinda Johnson, Milt Rohwer, and Beca Velazquez-Publes.

Guest: Emmy O'Dwyer

Staff:
Jennifer Headley-Nordman, Heather Boswell, Shelby French, Evan Hile, Kyle Johnson, Kristen Sobolewski, Christine Timbol Larson, Daniel VanderMolen, and Jill B. Salisbury who recorded the minutes.

Welcome:
Kate Pew Wolters called the meeting to order at 8:30 a.m.

Consent agenda:
Kate Pew Wolters asked for a motion to approve the consent agenda, including the minutes from the November 17, 2022 meeting.

Motion to adopt the consent agenda: Michelle Van Dyke
Support: Bob Herr
Motion Passed

Public Comment:
No public comment.

Investing Early:
- o   **Finance Report:**
  December Financials:
  Bob Herr presented the December First Steps Kent financials.
  Within the First Steps Kent financials, he noted for one item to be re-classified from restricted to unrestricted.

  Motion to accept the December First Steps Kent financials as presented, including re-classifying $63K from restricted to unrestricted funding: Lew Chamberlin
  Support: Ron Koehler
  Motion Passed

Bob Herr presented the December Ready by Five financials.
Motion to approve as presented: Lew Chamberlin
Support: Howard Earle
Motion Passed

- o **First Steps Kent 2021-22 Audit:**
  Bob Herr reported that the Finance Committee met January 13. The Audit is completed and he made a motion to approve the Audit.

  Motion to approve: Bob Herr
  Support: Carl Ver Beek
  Motion Passed

- o **New Board Member/Addition to Finance Committee:**
  Bob Herr introduced Josh Sayles, Assurance Senior Manager at Ernst & Young,
  Josh is being recommended by the Finance Committee to be added to the Board. Bob is going to train Josh to succeed him in the role of Treasurer.

  Motion to approve Josh Sayles as a new commissioner: Bob Herr
  Support: Carl Ver Beek
  Motion Passed

Equity:
- o **Group Norms:**
  Emmy O'Dwyer, Advancing Communities for Equity, facilitated a discussion around group norms. Members were divided into small teams and asked to brainstorm themes around the First Steps Kent values -- Inclusive, Forward-Thinking, Passionate, and Collaborative. Themes will be compiled and eventually developed into group norms that can be used at future board meetings.

Accessible Resources for Families:
- o **Communications Update:**
  Megan Streng shared three updates:
  - RAPID-EC Survey Project – Beginning year two of surveying local parents about the various challenges they might be facing.
  - Ready by Five Millage Renewal - A kickoff event is planned for February 28, at 3 p.m. at Special Olympics Michigan, 160 - 68th St., Grand Rapids MI. Michigan League for Public Policy will be presenting on the dos and don'ts around campaign advocacy.
  - Media Relations interviews – Recently Jennifer Headley-Nordman was interviewed by WZZM, WOOD-TV, and Early Learning Nation.

Systems Foundations:
- o **Nominating/Governance Committee Update:**
  Shelby Glover shared that she will be emailing an annual conflict of interest form and demographics survey to all board members.

President's Update:
Jennifer Headley-Nordman shared three updates:
- A meeting was held with Kent County Administration this month to discuss the 2024 Millage Renewal process.
- She reported that staff are working on updating and refreshing the Strategic Plan and are also determining a hybrid work schedule.

- She noted last night's State of the State address where Gov. Whitmer announced Pre-K for all four-year-olds through expansion of the Great Start Readiness Program.

Executive Session and Adjournment:
Kate Pew Wolters ended the meeting at 10:10 a.m. and the Board went into an executive session.

<div align="center">

Next Commission Meeting:
Thursday, March 23, 2023 - 8:30-10:30 a.m.
Location: via Zoom

</div>