

BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Meeting Minutes [Combined with Board]

Date: Thursday, February 16, 2023	Start Time: 7:00PM End Time: 8:10PM	Location: Dialpad Meetings: 1-888-602-7505	
2022-2023 Policy Council Members' Attendance		YES	NO
David Stone*	Brigham Representative	X	
Laura Bernsdorff*	Brigham Alternate		X
Melanie Wells* (Treasurer)	Tremonton Representative	X	
	Tremonton Alternate		
Mckenzie Jess*	Hyde Park Representative		X
Amy Gyllenskog*	Hyde Park Alternate	X	
Carlos Calbimonte* (Utah HSAC)	Logan Representative	X	
Seanna Elam*	Logan Alternate	X	
Laura Vogel* (Secretary)	Hyrum Representative		E
Latai Kofoa*	Hyrum Alternate		E
Zhansaya Abdikairan*	Smithfield Representative		X
Kassandra Cole*	Smithfield Alternate		X
Timothy Moore*	Richmond Representative	X	
Traci Godfrey*	Richmond Alternate		X
Stacey Clark* (Vice Chair & Idaho HSAC)	Malad Representative	X	
Janice Fritz*	Malad Alternate		E
	Paris Representative		
Brittan Johnson	Paris Alternate	X	
Kristin Fellows*	Preston Representative		E
Samantha Ryder*	Preston Alternate		X
Michelle Farfan	Nest/Koop Representative	X	
	Nest/Koop Alternate		
Cameron Miller*	Fishpond Representative	X	
Joanna Morgan*	Fishpond Alternate		E
	Board Representative		
Anna Herrera*	Community Representative	X	
Justin Nuñez*	Community Representative		E

*Trained Policy Council Members

Members needed for a Quorum: 8	
Number of Voting Members who attended the meeting: 9	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 2
Do we have a Quorum?	
Meeting Called to Order By: Stacey Clark (Policy Council Vice Chairperson) Meeting Facilitated By: Terrah Smith (Board/Policy Council Specialist) Additional Staff in Attendance: Sarah Thurgood, Kristie Curtis, Diana Cannell, Kristi Simper, Steph Wood, Rachel Cook, Denise Ayala	

1. Vote to approve the hire request of Kylee Foulger as a PHS On-Call Teacher Assistant – Steph Wood

Kylee is a junior at Utah State University majoring in Special Education. She is requesting to be a PHS On-Call Teacher Assistant. Policy Council asked for more information about her background. Kylee has years of experience working for different preschools and daycares and about 1-2 years cumulative experience as an individual nanny for specific families. She has worked with special needs children and kids ages birth-10 years old.

Motion to approve the hire request of Kylee Foulger as a PHS On-Call Teacher Assistant

Motion: David Stone	Seconded: Brittan Johnson	Approved: Yes
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2. Vote to approve Bear River Head Start ERSEA Policy – Kristie Curtis

ERSEA stands for Eligibility, Recruitment, Selection, Enrollment and Attendance. Three changes have been made to the ERSEA Policy since its last approval. ERSEA Manager replaced ERSEA Coordinator throughout the policy. Early Head Start Expansion was removed as the EHS Expansion grant has been consolidated into our Head Start/Early Head Start grant. On page 9 under Enrollment, it did read “Bear River Head Start does accept private pay enrollment at this time.” That was updated and corrected to say, “Bear River Head Start does not accept private pay enrollment at this time.” No other changes were made to the policy. The ERSEA Policy outlines determining, verifying and documenting eligibility. Bear River Head Start follows the Program Performance Standards. We also follow the McKinney-Vento Homeless Act in our recruitment and enrollment process along with the eligibility requirements and selection criteria. Included in the packet is the ERSEA Code of Conduct that states if an employee comes upon a family member or friend applying for the program, they will need to refer the family member or friend to the ERSEA Manager who will assign them out to a different staff member to finish up the recruitment and application process.
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Motion to approve Bear River Head Start ERSEA Policy

Motion: David Stone	Seconded: Anna Herrera	Approved: Yes
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3. Vote to approve Bear River Head Start Impasse Policy – Terrah Smith

No changes have been made to this policy since its last approval. An Impasse occurs when the Board and Policy Council do not agree on a decision. Neither governing body has more power than the other so the Impasse Policy outlines the process to follow if an impasse were to occur. The first step is that each body would submit written documentation to the other regarding their decision.

The second step is that a mediation committee would be formed. This would consist of the Chair and Vice Chair from both bodies and our Head Start Attorney. If a Chair or Vice Chair is unavailable for mediation, an alternate candidate can be chosen from the Executive Committee, which would be any of our elected officers. The Mediation Committee has 30 calendar days to resolve the dispute and take a solution back to both bodies for approval.

If the dispute is not resolved within 30 calendar days, the third step in the process is to form an Arbitration Board. This will consist of the Chairs from each governing body and three community representatives chosen by the Head Start attorney and agreed upon by both Chairs. The Arbitration Board has 10 calendar days to decide on a solution. Once they make a decision, the decision of the Arbitration Board is final.
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Motion to approve Bear River Head Start Impasse Policy

Motion: Brittan Johnson	Seconded: Anna Herrera	Approved: Yes
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4. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Stacey Clark
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There were no questions or comments regarding this.

Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed		
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Motion: David Stone	Seconded: Anna Herrera	Approved: Yes
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5. Vote to approve the January 19, 2023 Policy Council Meeting Minutes – Stacey Clark		
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No questions were addressed or changes made to the January 19, 2023 Policy Council Meeting Minutes.		
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Motion to approve the January 19, 2023 Policy Council Meeting Minutes		
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Motion: Brittan Johnson	Seconded: Anna Herrera	Approved: Yes
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6. Vote to approve the February 9, 2023 Interim Policy Council Meeting Minutes – Stacey Clark		
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No questions were addressed or changes made to the February 9, 2023 Interim Policy Council Meeting Minutes.		
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Motion to approve the February 9, 2023 Interim Policy Council Meeting Minutes		
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Motion: David Stone	Seconded: Anna Herrera	Approved: Yes
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7. Vote to approve the January 2023 Board Minutes – Connie Paskett		
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The January 2023 Board Meeting Minutes were approved by Board. See February 16, 2023 Board Meeting Minutes for more information.		
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8. Active Supervision Assessment Updates – Steph Wood & Rachel Cook		
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<p>Every year, at the first of the year, the Centerbased Managers complete a risk assessment for each EHS and PHS classroom. Part of that risk assessment includes looking at how the teachers work with each other and making sure the environment, playgrounds and centers are safe. Once completed, they place the assessment in a sub folder for each classroom. If we have a substitute in that classroom, they can immediately review the risk assessment and familiarize themselves with that classroom. Currently, we are in the process of following up with each risk assessment, re-addressing it and seeing if there is anything else we need to do to update that assessment or if there are any needs that should be addressed. If we do find anything, we address it. We work with the health team if it's something that needs their help or we put in a maintenance work request to get something fixed. Right now, everything is looking great. We also use the Active Supervision Assessment to improve and ensure compliance with our Active Supervision Policy. This process is ongoing and is used to improve and implement greater active supervision for our classrooms and centers.</p>		
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9. Conflict of Interest Information – Terrah Smith		
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Per our Operational Procedures which were approved by both Board and Policy Council in January, it states in:		
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"Operational Procedure 806A		
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CONFLICTS OF INTEREST – BOARD OF TRUSTEES AND POLICY COUNCIL		
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(1) No person may sit on the Board or Policy Council who has an immediate family member employed by Bear River Head Start/Early Head Start. "Immediate family" means the employee's spouse, brother, sister, parent, child, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household."		
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We want to make sure everyone serving on Board and Policy Council is aware of that. If anyone missed that initially and there are any potential conflicts of interest you have not disclosed, let Terrah, the Board and Policy Council Specialist, know after the meeting.		
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10. Program Performance Report – Sarah Thurgood

We are in compliance with everything.

11. Budget Committee/Fiscal Report – Kristi Simper & Diana Cannell

In last month's Board Meeting, Diana had mentioned that the Fiscal Consultant, while going over and approving her contract, was thought to receive roughly \$3,000 in her check monthly. That is not the case. Those checks are cut bi-weekly so it would be more than double that. Diana also stated that last year the contracted rate for the Fiscal Consultant was \$85/hour but it was actually \$90/hour. Diana apologized for the inaccurate information. She also wanted to give more information regarding the Fiscal Consultant:

- The Fiscal Consultant is under the supervision of the Head Start Executive Director (Sarah) and the Fiscal Officer (Diana)
- Last year in 2022, the 1099 issued to Ilise Anderson was \$81,260 (at \$90/hour that means she worked 902 hours or an average of 17 hours a week).
- The Fiscal Consultant is budgeted through both contract services as well as T&TA line items. The budget for contract services also includes the contract for the Fiscal Officer (Diana through Allred Jackson), legal, and the independent auditor (Rudd & Co). The budget for these items, when looking at the budget to actual, was exceeded by approximately \$28,000 during the year including the T&TA amount that went over due to additional services the Fiscal Consultant provided that were not originally budgeted for including:
 - Malad classroom
 - ARP / CRRSA grants planning and changes
 - ECP conversion / consolidation
 - Focus Area 2 - Federal Review
 - Employee retention / incentive salaries
 - Retention Bonus Policy
 - Corrective Action Plan
 - Complaint
 - Health services restructuring
 - Fiscal office staffing issues
 - Family services consolidation
 - Development and implementation of the In-kind-Pro App to automate in-kind collection and tracking
- The Fiscal Consultant has a signed contract. Signed contracts do not require a blue slip or purchase order as part of the payment process since the contracted amount has been preapproved. Although not required, the fiscal office prepared blue slips for the Fiscal Consultant invoices. Some of these blue slips were not signed until after the date of the services provided and did not have adequate description detail and were subsequently corrected. Additional training on blue slips has been provided to the fiscal office staff to correct this going forward.

Diana also wanted to let the Board know that she is terminating her contract and will no longer be working with Bear River Head Start. We are working on the transition right now. Hopefully in the very near future, we will have that completed. Diana has really enjoyed working with the Board Members and really appreciates all of the service that they give to Bear River Head Start. Diana wants Board to know how grateful she is for each of them. Board thanked Diana, stated they've enjoyed working with her and are glad they got the opportunity.

We had a budget meeting this week. Training was given on blue slips. It was the end of the

Fiscal year on January 31. We discussed the status of spenddown. Everything is looking good. We are starting up a new fiscal year.

12. Director's Report – Sarah Thurgood

Our Fiscal Officer gave notification that she is terminating her services and will be leaving Bear River Head Start. Although her contract was approved last month during Board Meeting, we have been given a short timeline for when her services will be terminated. We have been focusing on this the last couple of days. This information was not included in the Director's Report as this just came about Monday. Sarah wanted to make sure this was shared with Board and Policy Council since it is the current item being addressed. Sarah has been in contact with Anne, our Regional Specialist. Even though the Region does not need to approve of our Fiscal Officer, she has given us notification that there are steps that we have to follow to inform them what our process is. When we have a change in anything related to fiscal, since Board is so closely tied to Fiscal operations and is responsible for anything fiscal or legal, we are also in contact with Gary, our lawyer. He has been playing a big part in this process. We also contacted Andy Hernandez, one of our Board Members who works for Jones-Simkins, a CPA firm. We asked him if he had any ideas of how to restructure or any knowledge of anyone who would be interested in the Fiscal Officer position. Andy has been very helpful and shared some thoughts. Diana has been working closely with Andy and his firm to see if there is a possibility of transitioning from her firm to Andy's firm. If we use any services with his firm or with him, himself, Andy would need to resign from the Board. We are not at that point yet. We have some ideas and will let Board and Policy Council know as soon as we have definitive plans. Because of this change, Fiscal oversight is up in the air currently. Kristi Simper has been working in our Fiscal Office and we would like to continue to have a role for her there in some capacity. Ilise Andersen has been our Fiscal Consultant who we rely on heavily. Sarah has spoken with Ilise and she is not certain of what she will be doing in the future. Sarah asked if anyone had questions regarding anything in her Director's Report that was included in the packet or about what she just shared. Board inquired what has brought about this change. Diana does not have the time to be able to be present and have oversight with everything that is going on in Fiscal at all times. She recommends that we get a full-time body that is at the site being able to address and oversee everything. She just does not have the capacity to provide the time that is needed to provide the appropriate oversight. A lot of this also came about because we were discussing the Fiscal Consultant and her contract and how much time she works. As we've looked into this, she has not done anything wrong or inappropriate. She was working what we were asking her to work and is very valuable. She knows a lot about Head Start and money. To have that combination is really rare. Sarah wants to be clear there isn't anything the Fiscal Consultant has done that would be inappropriate at all. Sarah is working with Gary really closely as we build this. He always looks out for the best interests of the program and that we do things correctly. He is involved because he is providing oversight to make sure that as we build this and move forward, it will be done correctly and meets all of the requirements necessary. We have got to have oversight for our Fiscal Department just like every other department. We have to be clearly communicating to Policy Council, Board, the Regional Office and other staff members what is actually happening day-to-day. Diana has done a fabulous job and we have been lucky to have her. However, she has her own accounting firm. She is a CPA and has her own clients. We appreciate Diana and value her time and what she has done for us immensely. She has been telling us for a couple of years that she has been ready to move on. We haven't wanted her to because we liked how things were functioning. If we need to have oversight, accurate communication and correct reporting to Board and Policy Council, we need to have someone that is available day-to-day. Board inquired if we are looking for a Fiscal Officer that would be an employee and not under contract like Diana is, someone that would be there every day. The best case scenario would be to get someone who can be here day-to-day to provide oversight, if

we can make that happen. Andy would not be able to be the day-to-day Fiscal Officer because he is a partner in his firm. Jones-Simkins is a very well thought of accounting firm here. They've got lots of employees and experience working with non-profits and have done audits for non-profits before. Andy shared that this was brought to his attention a couple of days ago. He told Sarah that they would look into it as far as his firm is concerned and see what they can do. He also agrees with what Diana and Sarah have said, that ideally we would have someone in house that can be there day-to-day to see what is going on. He and the other partners at his firm have been discussing if the Fiscal Office should be restructured and what would be the best option and recommendation for Bear River Head Start moving forward.

13. Board Report – Connie Paskett

This information is from the January 24, 2023 Board Meeting. Board had a lot of things they discussed. To name a few, they reviewed and voted on the Sexual Harassment Policy, Corporal Punishment Policy, Drug-Free Workplace Agreement, Fiscal Policies and Procedures, Non-Staff Background Check Policy and the Registered Sex Offenders Policy.

14. Policy Council Concerns & Other Discussion Items – Policy Council Representatives

No items were brought up for discussion.

15. Community Report – Policy Council Representatives

No items were brought up for discussion.

16. Parent Committee Meeting Report – Policy Council Representatives

One Policy Council Member went to the last Parent Committee Meeting that was held in-person at the Brigham Center and was for all parents in the surrounding areas. There was also a virtual option to join the meeting. It was really good. The teachers shared some Conscious Discipline tips they use in class with the kids so parents can use it at home as well. It was awesome and they would highly suggest it for anyone thinking about using Conscious Discipline. Conscious Discipline is amazing and has changed a lot for their family. There is another Parent Committee Meeting next week as well. Policy Council asked if the online meeting is held once a month. Yes. It is held monthly. Another Policy Council Member missed the first meeting and is hoping to be able to attend the next one.

17. Calendar Review – Kristie Curtis

-Tuesday, March 14: Budget Meeting at 10:00am
-Thursday, March 16: Policy Council at 7:00pm
-Wednesday, March 22: Conscious Discipline Training from 10:00-10:30am and 7:00-7:30pm held virtually
-Tuesday, March 28: Board Meeting at 5:00pm
We are actively looking for Homebased applications. Please spread the word to any families that would qualify and want Homebased services.

18. Elect a 2022-2023 Policy Council Chairperson for the remainder of the year – Terrah Smith

Jerrie Pugmire was elected as our Policy Council Chairperson but recently resigned from Policy Council because we just became aware of a conflict of interest. We need to elect a Policy Council Chairperson for the remainder of this year. I will review the duties of the Policy Council Chair and then ask for any volunteers that would like to put forth their name to fill the position. As a reminder, we need to fill this position from one of our elected Representative and not an Alternate. All officers will remain seated in their current positions from now until next November

when the new Policy Council for next service year will elect their officers. The elected officers for this service year will attend that meeting to help train the incoming officers. All Policy Council officers are expected to follow the Code of Conduct which means being professional and working together toward problem solving.

The main duties of the Policy Council Chairperson include:

- Approving the agenda for each meeting that the Policy Council Specialist puts together and emails them for their approval prior to Policy Council meetings,
- Conducting each Policy Council meeting,
- Not voting at Policy Council meetings unless needed to break a tie,
- Signing policies and documents approved during meetings to record Policy Council approval,
- Automatically holding a seat on the Board of Trustees. They will attend Board meetings as a voting member. Board meetings are held the fourth Tuesday of each month at 5:00pm. There is the option to call into those meetings, if needed. The Policy Council Chairperson will share a short report at that meeting about what happened at the most recent Policy Council meeting(s). They can also share Policy Council's thoughts about items that were voted on that will help Board take into consideration the parent perspective during their voting process.
- Being consulted regarding scheduling Interim Policy Council meetings, as needed.

Policy Council Representatives were asked to put forth their names to volunteer for the Policy Council Chairperson position for the remainder of this Policy Council service year. They were also asked if they had any questions or anything they'd like clarified regarding the position. Stacey Clark stated she would be willing to put forth her name to serve as the Policy Council Chairperson. She stated her children are little and you never know what is going to happen from night to night. She stated she would be willing to try it if no one else would like to volunteer. She just has that concern but can try to make it work. It is difficult to run a meeting with young children but we understand that and the parents elected to Policy Council all have young children. That is not a concern that would stop Stacey from serving as the Chairperson. Stacey was recently elected to the Vice Chairperson position. We will vote to elect Stacey as the Chair and if she is approved for that position, we will need to elect a new Vice Chairperson. Further volunteers were asked to put forth their names for the position. No other nominations were made. Stacey was asked to leave the call during the voting process.

Motion to approve Stacey Clark as the 2022-2023 Policy Council Chairperson for the remainder of the year

Motion: David Stone

Seconded: Brittan Johnson

Approved: Yes

19. Elect a 2022-2023 Policy Council Vice Chairperson for the remainder of the year – Terrah Smith

Since Stacey has now been elected as the Chairperson for the remainder of this Policy Council service year, we need to elect a new Vice Chairperson. As a review, the main duty of the Vice Chairperson is to fill in for the Chairperson if they are unable to attend a meeting. This would only be for Policy Council Meetings. We do not ask the Vice Chairperson to attend a Board Meeting. We need to elect for this position from the Representatives and the Vice Chair will remain seated until next November when the new Policy Council elects their officers. Policy Council Representatives were asked to put forth their names to volunteer for the Policy Council Vice Chairperson position for the remainder of this Policy Council service year. Policy Council inquired what meetings would need to be attended for the Vice Chair. The main duty of the Vice Chair is to fill in for the Chairperson. In the event Stacey could not attend one of the Policy Council Meetings, the Policy Council Specialist would work with the Vice Chair to review the agenda items and they would conduct the meeting. A short training will be provided for the elected Vice Chairperson to review these duties more fully to ensure they are comfortable in the position. David Stone put forth his name to volunteer for the position. Further volunteers were

asked to put forth their names for the position. No other nominations were made. David was asked to leave the call during the voting process. Stacey and David were asked to remain on the call after the meeting to schedule a time to be trained in their positions with the Policy Council Specialist and Family Services Coordinator.

Motion to approve David Stone as the 2022-2023 Policy Council Vice Chairperson for the remainder of the year

Motion: Timothy Moore

Seconded: Brittan Johnson

Approved: Yes

20. Vote to adjourn the February 16, 2023 Combined Policy Council & Board Meeting – Stacey Clark

With no other business to conduct, the February 16, 2023 Combined Policy Council & Board Meeting was adjourned at 8:10pm.

Motion to adjourn the February 16, 2023 Combined Policy Council & Board Meeting

Motion: Brittan Johnson

Seconded: Anna Herrera

Approved: Yes