



Policy Council Report

March 7, 2023 Interim Policy Council Meeting Report

1. The hire request of Kamile Williamson as an On-Call PHS Teacher Assistant was approved.
2. The transfer request of Tami Vaughn from On-Call Teacher Assistant to PHS Brigham Classroom Assistant was approved.
3. The transfer request of Emily Carter from PHS Logan Teacher Assistant to PHS Logan Part-Day Adventure Teacher
4. The transfer request of Taylor Danielson from Fiscal Specialist to Fiscal Bookkeeper

March 16, 2023 Policy Council Meeting Report

1. The transfer request of Elizabeth Lyon from PHS Richmond Classroom Assistant to PHS Hyde Park Part-Day Teacher Assistant was approved.
2. The transfer request of Terrah Smith from Board & Policy Council Specialist to Fiscal Coordinator was approved.
3. The transfer request of Symphony Correia from Fiscal Assistant to Fiscal Specialist was approved.
4. The Mid-Year Center Based Child Development Outcomes were approved.
5. The Mid-Year Home Based Child Development Outcomes were approved.
6. The Mid-Year Family Development Outcomes were approved.
7. The February 16, 2023 Policy Council Meeting Minutes were approved.
8. The March 7, 2023 Interim Policy Council Meeting Minutes were approved.
9. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
10. Approve the Fiscal Restructure Plan. This item falls under Board responsibility and was given as information only for Policy Council.
11. That Policy Council was able to review the Fiscal Restructure Plan and have a discussion about it was approved.
12. Approve the Contract from Jones Simkins for Andy Hernandez' services as Fiscal Officer. This item falls under Board responsibility and was given as information only for Policy Council.
13. The Organizational Charts were approved.
14. Approve 2022-2023 SEP Distribution of up to 15% of wages for eligible staff. Estimated SEP for 2022-2023 fiscal year is 7%-8%. The actual number is dependent upon the completion of the annual financial audit currently scheduled for May 2023. This item falls under Board responsibility and was given as information only for Policy Council.
15. David Stone, Amy Gyllenskog and Carlos Calbimonte volunteered to be part of a Policy Council Bylaws Committee.
16. Program Performance Report:

- A Program Performance Report is given to Policy Council each month to report on the status of all areas of the program.
 - No concerns or issues this month.
17. Budget Committee/Fiscal Report:
- Topics Discussed:
 - We are in the process of closing out last fiscal year
 - We are preparing for our annual audit
 - Fiscal Restructure
 - SEP Distribution
 - CACFP Audit Reports from Utah and Idaho
 - COLA (Cost of Living Adjustment) for employees at 5.6%
 - We received a notice that we fall under the non-compete category
 - We will be doing a baseline as we write for our grant this fall
 - We are moving to an online payroll system, Gusto
18. Director's Report:
- All needed information was discussed with the other agenda items.
19. Board Report:
- Policy Council typically meets before Board and discusses many of the same items.
 - With Andy Hernandez, a current Board Member, becoming the Fiscal Officer, someone will need to replace him as the financial advisor on the Board.
20. Policy Council Concerns & Other Discussion Items:
- No items were brought up for discussion.
21. Community Report:
- LeGrand Johnson (1000 Main St. Logan) has free sand to put in sand bags. Show up and get what you need. There's a sign that says 'free sand'.
 - March 15-18: Divvy Up consignment sale at the Cache County Fairgrounds Event Center from 10am-7pm Wednesday through Friday and Saturday from 8am-2pm. Saturday is half price day.
 - April 8: Easter "Egg"stravaganza at Zootah at Willow Park (450 W. 700 S. Logan, UT) April 8 from 11am-3pm, free admission, non-food item Easter egg hunt, face painting, bouncy house and animal feedings
22. Parent Committee Meeting Report:
- March 22: Next Parent Committee Meeting on Conscious Discipline held virtually from 10-10:30am and 7-7:30pm; family advocates will give out flyers and links to families
23. Calendar Review:
- March 27-31: Idaho Spring Break
 - April 3-7: Cache, Logan and Box Elder Spring Break
 - April 18: Budget Committee Meeting at 10am (Policy Council Treasurer to attend)
 - April 19: Parent Committee Meeting, Conscious Discipline held virtually
 - April 20: Policy Council at 7pm
 - April 25: Board Meeting at 5pm (Policy Council Chairperson to attend)

*If you would like to view the full meeting minutes, go to www.brheadstart.org > About Us > Agency Information > Policy Council Reports & Meeting Minutes Archive > Policy Council Reports & Meeting Minutes September 2022 to August 2023