

Policy Council Approval	
Chairperson Signature	<u>Stacey Clark</u>
Date	<u>04-20-2023</u>

BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Meeting Minutes

Date: Thursday, March 16, 2023	Start Time: 7:00PM End Time: 8:07PM	Location: Dialpad Meetings: 1-888-602-7505	
2022-2023 Policy Council Members' Attendance		YES	NO
David Stone* (Vice Chair)	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* (Secretario)	Hyrum Representative		E
Latai Kofoa*	Hyrum Alternate		X
Zhansaya Abdikairan*	Smithfield Representative	X	
Kassandra Cole*	Smithfield Alternate		X
Timothy Moore*	Richmond Representative	X	
Traci Godfrey*	Richmond Alternate		X
Stacey Clark* (Chair & Idaho HSAC)	Malad Representative		X
Janice Fritz*	Malad Alternate		E
	Paris Representative		
Brittan Johnson	Paris Alternate	X	
Kristin Fellows*	Preston Representative	X	
Samantha Ryder*	Preston Alternate		X
Michelle Farfan	Nest/Koop Representative		X
	Nest/Koop Alternate		
Cameron Miller*	Fishpond Representative		X
Joanna Morgan*	Fishpond Alternate		X
Andy Hernandez	Board Representative	X	
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: 8	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 2
Do we have a Quorum? YES	
Meeting Called to Order By: David Stone (Policy Council Vice Chairperson) Meeting Facilitated By: Terrah Smith (Board/Policy Council Specialist) Additional Staff in Attendance: Sarah Thurgood (Executive Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Center-Based Coordinator), ReNae Torbenson (Home-Based Coordinator), Symphony Correia (Fiscal Assistant)	

1. Vote to approve the transfer request of Elizabeth Lyon from PHS Richmond Classroom Assistant to PHS Hyde Park Part-Day Teacher Assistant – Steph Wood		
Elizabeth has worked for Bear River Head Start since September 2022 as a Teacher Assistant. She transferred shortly after to PHS Richmond Classroom Assistant due to wanting less hours.		
Motion to approve the transfer request of Elizabeth Lyon from PHS Richmond Classroom Assistant to PHS Hyde Park Part-Day Teacher Assistant		
Motion: Anna Herrera	Seconded: Brittan Johnson	Approved: Yes

2. Vote to approve the transfer request of Terrah Smith from Board & Policy Council Specialist to Fiscal Coordinator – Sarah Thurgood		
Terrah has been with Bear River Head Start for twelve and a half years in multiple positions. She is organized, able to supervise, and do things beyond standard, which is necessary for the Fiscal Coordinator position. Terrah has been the Board Specialist for 2.5 years and the Policy Council Specialist for over a year. She was a Site Visitor for Child Care Connection and supervised 5-6 family advocates as a Family Development Manager. She will put in the effort to make sure things run smoothly and efficiently in the Fiscal Office.		
Motion to approve the transfer request of Terrah Smith from Board & Policy Council Specialist to Fiscal Coordinator		
Motion: Timothy Moore	Seconded: Amy Gyllenskog	Approved: Yes

3. Vote to approve the transfer request of Symphony Correia from Fiscal Assistant to Fiscal Specialist – Terrah Smith		
This position is part of the Fiscal Restructure plan. The Fiscal Specialist will be the Fiscal Coordinator's right hand person and Board and Policy Council Specialist. There are separate job descriptions for each of these three positions, Board Specialist, Policy Council Specialist and Fiscal Specialist, instead of combining them into one in the event that, over time, some of those duties need to be given to another staff. Symphony has worked in the Fiscal Office as an assistant for about 3.5 months. She served in the Army as a Transportation Management Coordinator working with Cargo and Freight. Symphony also worked in admin and banking for the Marriott.		
Motion to approve the transfer request of Symphony Correia from Fiscal Assistant to Fiscal Specialist		
Motion: Anna Herrera	Seconded: Zhansaya Abdikairan	Approved: Yes

4. Vote to approve the Mid-Year Center Based Child Development Outcomes – Steph Wood		
The Head Start Performance Standards mandate that Bear River Head Start track the developmental progress of each child in the program. The process begins with a baseline assessment at the beginning of enrollment and from there staff set child goals for each child		

with parents. Teachers create goals for each student for growth and this helps them create their teaching plans. Reports are given to parents. Outcomes are completed in DRDP in Child Plus. The data can be aggregated in a number of ways. The data is looked at internally to gauge where to increase staff training and mental health coaching to become more proficient in certain areas and provide more experiences to children. This report is given to parents three times a year to set goals for the next quarter. Those reports are included in the Program Improvement Report, and an annual report is published on the Bear River Head Start website each summer for the public. Policy Council expressed appreciation for the program's efforts. Growth was seen in all areas of the report throughout PHS and EHS. Classroom goals were set. We would like to see more progress in physical development for Center-Based children but there was progress in social-emotional, math, and physical development as well. There was also growth in the Home-Based reports across all domains. Home-Based Dual Language learners made significant jumps and were on-par with non-Dual Language learners.

Motion to approve the Mid-Year Center Based Child Development Outcomes

Motion: Brittan Johnson	Seconded: Amy Gyllenskog	Approved: Yes
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5. Vote to approve the Mid-Year Home Based Child Development Outcomes – ReNae Torbenson

See notes from agenda item 4.

Motion to approve the Mid-Year Home Based Child Development Outcomes

Motion: Brittan Johnson	Seconded: Amy Gyllenskog	Approved: Yes
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6. Vote to approve the Mid-Year Family Development Outcomes – Kristie Curtis

The Head Start Performance Standards mandate that Bear River Head Start track the family outcomes in addition to child outcomes three times a year following the Parent, Family, and Community Engagement Framework from the Office of Head Start to help support families in working toward positive family outcomes. Areas covered are Family Well-being, Positive Parent-Child Relationships, Families as Lifelong Educators, Families as Learners, Family Engagement in Transition, Family Connections to Peers and Community, and Families as Advocates and Leaders. The outcomes show how much impact a program has on a family and on the goal-setting process. Advocates support families in the goal-setting process. Bear River Head Start ensures there are quality support services provided to children and families in all areas. The data helps gauge where to improve and increase staff training and offer more resources in the community to help families. The report also shows overall gains.

Motion to approve the Mid-Year Family Development Outcomes

Motion: Brittan Johnson	Seconded: Amy Gyllenskog	Approved: Yes
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7. Vote to approve the February 16, 2023 Policy Council Meeting Minutes – David Stone

No questions were addressed or changes made to the February 16, 2023 Policy Council Meeting Minutes.

Motion to approve the February 16, 2023 Policy Council Meeting Minutes

Motion: Amy Gyllenskog	Seconded: Brittan Johnson	Approved: Yes
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8. Vote to approve the March 7, 2023 Interim Policy Council Meeting Minutes – David Stone

No questions were addressed or changes made to the March 7, 2023 Interim Policy Council Meeting Minutes.

Motion to approve the March 7, 2023 Interim Policy Council Meeting Minutes

Motion: Timothy Moore	Seconded: Brittan Johnson	Approved: Yes
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9. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – David Stone

No questions were addressed regarding the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed.

Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed

Motion: Carlos Calbimonte

Seconded: Zhansaya Abdikairan

Approved: Yes

10. Approve the Fiscal Restructure Plan. This item falls under Board responsibility and is listed as information only for Policy Council – Sarah Thurgood

We've been talking about the Fiscal Restructure Plan. We've had our past fiscal officer for many years. She let us know last month that she'd be leaving and that we'd need to find another Fiscal Officer. In the Performance Standards, a grantee must contract with a regularly scheduled CPA Firm or hire in house. We cannot afford to hire a CPA in house.

We have decided to contract with a regularly scheduled CPA firm, Jones-Simkins. Our old CPA recommended we call this firm to see if Andy Hernandez, a current Board Member, from the company is interested in being the CPA for Bear River Head Start. Any time there is a major change in the grantee we also involve our legal counsel, Gary Anderson with Anderson and Olsen and run things by him. Gary was consulted for recommendations and Jones-Simkins was named as an interest. We do not have a contract from Jones-Simkins currently. We are still finalizing the engagement letter. Kristi Simper, who was our Fiscal Coordinator for many years, has also left the program. We needed a new Fiscal Coordinator, looked at many options, and opened it in-house. Terrah Smith applied for the position. We will have fiscal oversight with Andy as the CPA, and also have a bookkeeper. We also have a Fiscal Consultant, Ilise Andersen. Ilise Andersen has been with Bear River Head Start for many years and was the Fiscal Coordinator in the past. She helps the fiscal office improve quality and look at the accuracy of things. She is willing to continue to provide services and work with Andy, Terrah and our bookkeeper. She stepped in during this process to help make sure we are on top of things with the fiscal transition and meeting deadlines. Sarah will oversee the Fiscal Coordinator, Terrah. We will have a Fiscal Specialist, Symphony, who you approved tonight. We will also have three Fiscal Assistants. They will assist with day-to-day operations and each person in the fiscal office will have very clear outlined duties. Andy will ensure all our fiscal operations are correct. This plan puts in more systems of oversight. Andy will provide services twice a month. He will look at our Accounts Payable and payroll expenditure reports to make sure they are done correctly. Bear River Head Start is preparing for the audit in a couple of months so Jones-Simkins will help make sure we are audit ready. After the plan is approved, if approved, it will be sent to the Regional Office.

11. Vote to approve that Policy Council was able to review the Fiscal Restructure Plan and have a discussion about it – Sarah Thurgood

See the notes for agenda item 10.

Motion to confirm that Policy Council was able to review the Fiscal Restructure Plan and have a discussion about it

Motion: Anna Herrera

Seconded: Brittan Johnson

Approved: Yes

12. Approve the Contract from Jones Simkins for Andy Hernandez' services as Fiscal Officer. This item falls under Board responsibility and is listed as information only for Policy Council – Sarah Thurgood

See the notes for agenda item 10.

13. Vote to approve the Organizational Charts – Sarah Thurgood

The Organizational Charts are the visual document that outline the organization of the agency. The changes made to them reflect the changes to the Fiscal Office structure and were explained with agenda item 10.

Motion to approve the Organizational Charts

Motion: Kristin Fellows

Seconded: Brittan Johnson

Approved: Yes

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 is listed as information only for Policy Council – Sarah Thurgood

Every year as we close out a grant year, we have a SEP Distribution. It is approved prior to the distribution and is estimated to come in this year at between seven and eight percent. The Board will approve the distribution.

15. Set up a Policy Council Bylaws Committee – Terrah Smith

Every year Policy Council has a chance to review and read over their Bylaws. At the April meeting next month, Policy Council will have the chance to approve the Bylaws. A Policy Council Bylaws Committee is set up of three members who review the Bylaws prior to the next Policy Council meeting. During the discussion of the Bylaws at the next meeting, the Committee will share their thoughts on what they reviewed. The three members that volunteered to be on the Policy Council Bylaws Committee were David Stone, Amy Gyllenskog and Carlos Calbimonte.

16. Program Performance Report – Sarah Thurgood

Every month Bear River Head Start gives Policy Council a Program Performance Report to share the status of the program on all areas apart from the Director's Report and the Fiscal Report. There weren't any issues to report at this month's meeting.

17. Budget Committee/Fiscal Report – Melanie Wells & Sarah Thurgood

The program is in the process of having the Fiscal Office close out last fiscal year. This is still happening because it takes time to collect some items and get everything closed out. It is legal to do it that way. The program is currently preparing for the annual audit, completing the Fiscal restructure, and preparing the SEP distribution as previously mentioned in this meeting. There are two CACFP reports that were given to the Policy Council to review. CACFP is the child nutrition program and concerns all the food that is given to the kids in the classroom. There is a Utah and Idaho report. The Idaho audit was recently conducted and there were no findings, but the auditors always have suggestions as they can see things the program can improve on, which the program takes into consideration. The Utah Report has a couple of items that were listed as mistakes. We receive our lunches from the school districts for many of our centers. The CACFP program has higher standards than those the school districts follow. As an example, the flour used in our lunches must follow higher nutrition guidelines through CACFP than school lunches. This is a good thing because CACFP ensures good nutrition for Head Start children. The program also received word it would be receiving a COLA for employees that is 5.6%. We will be in the process of distributing that to all employees. We received a notice that we don't

have to compete for writing for our grant next year because we fall under the non-compete category which means no one in our service area can compete against us for our grant funding. We will be redoing our grant renewal process this year by completing our baseline grant. Policy Council will get that information around September or October. Completing a baseline grant means the grant writing process starts from scratch and explains everything extensively. It is a big process. Included in the packet given to Policy Council was information about the online payroll system-Gusto. Ilise Andersen, the Fiscal Consultant, has been researching payroll systems and was instrumental in choosing them. The program wanted to make sure Policy Council members have all the information about Gusto. It will save a lot of time in the Fiscal Office concerning payroll. Policy Council asked if our current staff do written time cards. The employees complete them electronically. A Policy Council member asked if the program has considered NOVA. NOVA is also a really good out-sourcing payroll company that this Policy Council member's work utilizes. We will make sure the Fiscal Consultant takes a look at this company to ensure the best choice is made. Some of the policies and procedures will be changed due to this out-sourcing and the updates will be given to Policy Council for review and approval once they are ready.

18. Director's Report – Sarah Thurgood

If the program would like more information about NOVA for review, Timothy Moore can provide it at a later time. All necessary information has been discussed during other agenda items.

19. Board Report – Andy Hernandez

Board met with Policy Council last month. Policy Council typically meets before Board and Board usually follows suit, going over the same items that Policy Council does. There is nothing additional to add from Board meeting. The biggest comings and goings with the Board are what Sarah reported already, namely Andy Hernandez stepping in as Fiscal Officer to replace Diana. Someone will need to replace Andy as a Board member with a background and expertise in financial management or accounting if he is approved as the Fiscal Officer.

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

No items were brought up for discussion.

21. Community Report – Policy Council Representatives

Policy Council members can share anything happening in the communities that Bear River Head Start serves during this part of the meeting. The information will be put into a report and given to all the parents in the program. It does not have to be free and can be anything going on.

-LeGrand Johnson (1000 Main St. Logan) has free sand to put in sandbags. 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) from 11am-3pm, free admission, non-food item Easter egg hunt, face painting, bouncy house and animal feedings

22. Parent Committee Meeting Report – Policy Council Representatives

This is an opportunity for anyone who went to a recent Parent Committee Meeting to talk about their experience. The next upcoming Parent Committee Meeting will be March 22. There are two virtual sessions: 10-10:30am and 7-7:30pm. Advocates will give parents a flyer and a link

with the information. Board members expressed that the last Parent Committee Meeting was amazing and parents should be involved with this upcoming meeting.

23. Calendar Review – Kristie Curtis

-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
-April 20: Policy Council at 7pm
-April 25: Board Meeting at 5:00pm (Policy Council Chairperson to attend)

24. Vote to adjourn the March 16, 2023 Policy Council Meeting – David Stone

With no other business to conduct, the March 16, 2023 Policy Council Meeting was adjourned at 8:07pm.

Motion to adjourn the March 16, 2023 Policy Council Meeting

Motion: Brittan Johnson

Seconded: Andy Hernandez

Approved: Yes