

Policy Council Approval	
Chairperson Signature	<u>Stacey Clark</u>
Date	<u>05-18-2023</u>

## BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Meeting Minutes

<b>Date:</b> Thursday, April 20, 2023	<b>Start Time:</b> 7:00PM <b>End Time:</b> 7:59PM	<b>Location:</b> 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* (Secretary)	Hyrum Representative	X	
Latai Kofoa*	Hyrum Alternate	X	
Zhansaya Abdikairan*	Smithfield Representative	X	
Kassandra Cole*	Smithfield Alternate		E
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		E
Michelle Farfan	Nest/Koop Representative		X
	Nest/Koop Alternate		
Cameron Miller*	Fishpond Representative		X
Joanna Morgan*	Fishpond Alternate		E
Cindi Hill	Board Representative	X	
Anna Herrera*	Community Representative		E
Justin Nuñez*	Community Representative	X	

**\*Trained Policy Council Members**

<b>Members needed for a Quorum: 8</b>
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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
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**Do we have a Quorum? YES**

Meeting Called to Order By: Stacey Clark (Policy Council Chairperson)  
Meeting Facilitated By: Symphony Correia (Fiscal Specialist)  
Additional Staff in Attendance: Terrah Smith (Fiscal Coordinator), Sarah Thurgood (Executive Director), Kristie Curtis (Family Services Coordinator)

**1. Vote to approve the Bear River Head Start Policy Council Bylaws – Symphony Correia**

It is required through the Performance Standards that the Policy Council Bylaws are brought for your review and approval every year. They do not change often because any changes have to be reviewed and go through our lawyer, Gary Anderson. They do still need to be brought to Policy Council for approval. Last meeting, in March, three Policy Council Members (Carlos Calbimonte, David Stone, and Amy Gyllenskog) volunteered to be on the Policy Council Bylaws Committee. They reviewed the Bylaws ahead of time. Members from the Bylaws Committee stated the Bylaws looked great and had no suggestions for changes.

**Motion to approve the Bear River Head Start Policy Council Bylaws**

<b>Motion:</b> Carlos Calbimonte	<b>Seconded:</b> Amy Gyllenskog	<b>Approved:</b> Yes
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**2. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Stacey Clark**

Policy Council members inquired about what it means to have Interim Policy Council meetings as needed and if they are needed more than once a month. Interim Policy Council meetings are needed for hiring and transferring new employees. They are held so that new hires and transfers do not have to wait until each Policy Council meeting to be hired with the program. As much notice as possible was requested by Policy Council for when an interim meeting is held due to work and outside obligations. We will give as much notice as possible to Policy Council members when there is an interim meeting needed.

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

<b>Motion:</b> Laura Vogel	<b>Seconded:</b> Zhansaya Abdikairan	<b>Approved:</b> Yes
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**3. Vote to approve the March 16, 2023 Policy Council Meeting Minutes – Stacey Clark**

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

**Motion to approve the March 16, 2023 Policy Council Meeting Minutes**

<b>Motion:</b> David Stone	<b>Seconded:</b> Laura Vogel	<b>Approved:</b> Yes
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**4. Vote to approve the March 30, 2023 Interim Policy Council Meeting Minutes – Stacey Clark**

No questions were addressed or changes made to the March 30, 2023 Policy Council Meeting Minutes.

**Motion to approve the March 30, 2023 Interim Policy Council Meeting Minutes**

<b>Motion:</b> Zhansaya Abdikairan	<b>Seconded:</b> Amy Gyllenskog	<b>Approved:</b> Yes
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**5. Vote to approve the April 13, 2023 Interim Policy Council Meeting Minutes – Stacey Clark**

No questions were addressed or changes made to the April 13, 2023 Policy Council Meeting Minutes.

**Motion to approve the April 13, 2023 Interim Policy Council Meeting Minutes**

**Motion:** Timothy Moore

**Seconded:** David Stone

**Approved:** Yes

**6. Vote to approve the application for COLA and Quality funding in the amount of \$622,226 and associated non-federal share waiver. COLA funding in the amount of \$276,114 for HS and \$179,762 for EHS will provide a 5.6% cost of living adjustment to all BRHS staff and help offset higher operating costs. The BRHS salary schedule will also be permanently adjusted. Quality Improvement funds in the amount of \$94,246 for HS and \$72,104 for EHS will be used to help keep the salaries of staff at more competitive rates as established with the ARP grant incentive pay to help attract and retain qualified staff – Terrah Smith**

Every year there is a COLA. (Cost of Living Adjustment) The amount is sent out by the Office of Head Start with instructions to apply for it. This year the COLA will be 5.6%. COVID funding was used this last year to raise teaching staff salaries. This made the salaries more competitive and helped retain teaching staff. That funding ended March 31st of this year. We are writing for Quality funding to be able to fill in the gap in lost pay from the COVID incentive ending. Everyone will receive their Cost of Living Adjustment. The breakout of where that money will come in for Early Head Start and Preschool Head Start is stated on the agenda. There are three positions that the program has not been able to fill for some time. Those positions will be absorbed back in to help with additional funding for the teaching staff and prevent pay decreases.

Policy Council inquired which positions have not been filled. Child Development Assistants are the positions that have not been filled. Employees in this position move between classrooms and act as substitutes. One position was specifically split between the Child Development, Center-Based and Home-Based programs for when either program needed a substitute. The positions have not been filled for multiple years. The program has been able to function the same without filling these positions.

**Motion to approve the application for COLA and Quality funding in the amount of \$622,226 and associated non-federal share waiver. COLA funding in the amount of \$276,114 for HS and \$179,762 for EHS will provide a 5.6% cost of living adjustment to all BRHS staff and help offset higher operating costs. The BRHS salary schedule will also be permanently adjusted. Quality Improvement funds in the amount of \$94,246 for HS and \$72,104 for EHS will be used to help keep the salaries of staff at more competitive rates as established with the ARP grant incentive pay to help attract and retain qualified staff**

**Motion:** Brittan Johnson

**Seconded:** David Stone

**Approved:** Yes

**7. Vote to approve the Bear River Head Start Employee Policies – Sarah Thurgood**

The Bear River Head Start Employee Policies are the policies to show employees what is expected of them and explain how things work in the program. They were changed to move the Fiscal Office to using an online payroll and human resources system, Gusto, which will begin on July 1st of this year. The changes made in the Employee Policies specifically had to do with fiscal. Timesheets, payroll, and specific fiscal functions were updated.

**Motion to approve the Bear River Head Start Employee Policies**

**Motion:** David Stone

**Seconded:** Brittan Johnson

**Approved:** Yes

**8. Vote to approve the Bear River Head Start Operational Procedures – Sarah Thurgood**

**Per Head Start Program Performance Standards, all Bear River Head Start staff, consultants, contractors, volunteers, Policy Council members and Board members must review and receive training on these specific topics annually:**

- Sexual Harassment Policy
- Registered Sex Offenders Policy
- Corporal Punishment Policy
- Drug and Alcohol Policy
- Drug-Free Workplace Agreement
- Impairment Policy

The Bear River Head Start Operational Procedures had to be changed to reflect the Fiscal Restructuring as well. The Operational Procedures include the Sexual Harassment Policy, Registered Sex Offenders Policy, Corporal Punishment Policy, Drug and Alcohol Policy, Drug-Free Workplace Agreement, and Impairment Policy. These were originally developed on different timelines and brought to be approved by Board and Policy Council two to three years ago. They currently have a different rotational schedule than the Operational Procedures for Bear River Head Start. This year they have been incorporated back into the Bear River Head Start Operational Procedures and have been brought to Board and Policy Council for review and approval with all the other procedures. We wanted Policy Council to take special care to review the newly incorporated policies listed specifically in the agenda and above because they are very important. If staff, Board members, volunteers, and others associated with the program are involved in them, it will be a problem. It is grounds for termination for employees, Board members, and Policy Council members. It must be covered annually.

**Motion to approve the Bear River Head Start Operational Procedures.**

**Per Head Start Program Performance Standards, all Bear River Head Start staff, consultants, contractors, volunteers, Policy Council members and Board members must review and receive training on these specific topics annually:**

- Sexual Harassment Policy
- Registered Sex Offenders Policy
- Corporal Punishment Policy
- Drug and Alcohol Policy
- Drug-Free Workplace Agreement
- Impairment Policy

**Motion:** Laura Vogel

**Seconded:** David Stone

**Approved:** Yes

**9. Vote to approve the Bear River Head Start Fiscal Policies and Procedures – Terrah Smith**

The Bear River Head Start Fiscal Policies and Procedures were updated to allow the fiscal office to bring on Gusto as the new online payroll system. The plan is to begin using Gusto July 1st of this year. The first pay date using the new system will be July 12th. Changes were made throughout the policy to reflect that. The policies were also updated for different fiscal role changes as well. This is explained in the fiscal restructure plan. For example, things that the Fiscal Coordinator did in the past were reassigned to the Fiscal Bookkeeper. Other duties that were assigned to the receptionist are completed by fiscal staff.

**Motion to approve the Bear River Head Start Fiscal Policies and Procedures**

**Motion:** Laura Vogel

**Seconded:** Zhansaya Abdikairan

**Approved:** Yes

**10. Spring Policy Council Survey Sent via Email – Kristie Curtis**

All Policy Council members received a google form sent to their email. It is a Spring Policy Council Survey. Filling out the survey helps collect data for our Improvement Report. It can also help us find out what we can do to improve Policy Council. If Policy Council members did not receive the survey, they can let their advocate know so we can send them the survey.

Completing the survey by June is preferable.

### **11. Program Performance Report – Sarah Thurgood**

Every month we share the Program Performance Report. It indicates all program areas and options required and whether or not we are meeting deadlines, what our progress looks like, and generally how things are going in the program. It shows the happenings of the program in all areas. Nothing note-worthy has happened this month.

### **12. Budget Committee/Fiscal Report – Melanie Wells/Terrah Smith**

Budget Committee had their meeting Tuesday. We are 17% complete with the 2023-2024 Fiscal Year. The program is currently closing last fiscal year and making preparations for the annual audit in May. The audit was originally scheduled for May 8th but will possibly be pushed back. The TANF review was done April 12th and it went well for the Fiscal Office and for the program as a whole. We are currently working on the SEP Distribution for staff. It is estimated to be roughly 6.5%, but the actual number will be determined when all the grants are closed out. The fiscal office is working on this. The HE grants, COVID money, ended on March 31st. We paid out the ARP Retention Bonus on the pay date of April 5th, per the Retention Bonus Policy that Policy Council approved during the fall. We have been working on the COLA and Quality funding application which Policy Council approved tonight. We are working on employee reviews and on checking the inventory of our assets over \$5000. We are preparing and sending in our grant reports and real property reports.

### **13. Director's Report – Sarah Thurgood**

The Fiscal Office was just restructured and everyone has been working so well. Andy Hernandez is the new Fiscal Officer from Jones-Simkins. Terrah, the Fiscal Coordinator, has filled her role very well. Symphony Correia has recently taken over working with Board and Policy Council and she has been flowing well into the position.

There are six home-based kids currently in Preschool Head Start. We have services in different counties, and those six kids are spread out over our areas. The Regional Office is concerned because we cannot adequately socialize the six Preschool Head Start kids who are spread out with other kids the same age. They are not all in the same place. When we have socializations for them, they may be involved with their siblings or in their home, but they are not getting the socialization experiences normally required and promoted in the Performance Standards. In the next couple months, we will write to absorb those six Preschool Head Start slots. Next year when we enroll, we will not have the six slots in the Preschool Home-Based program. This change will not affect any other Center-Based, Home-Based or Early Head Start children. We will finish this current year without changes for the six Preschool Home-Based kids, we just cannot give kids in those specific slots the socialization they truly need going forward. The slots will be absorbed back into the program starting next year. The Board member attending Policy Council inquired if the six kids knew this was their last year. All six of the kids in the slots mentioned are going to kindergarten at the end of the program year. They will not be returning, We will just not fill the Preschool Home-Based slots with new four-year-olds. If there are children who want Head Start services, Bear River Head Start will put them in one of our centers, if possible. We can also help them locate a school district, preschool program or other services in their area. A Policy Council member asked if the changes will affect her daughter who is four and will be returning to the program next year. Since her child is in the center-based program, it will not affect her child. They will still have their slots. When children transition from Early Head Start to Preschool Head Start, the process for income verification is completed again. The Policy Council member will be putting her next child through the program when he is of age. A Policy Council member asked if putting children in a school program as opposed to a Head Start

center-based program (when a center-based program is not available in their area) is comparable. Some school programs only have services for three hours a day and that is difficult for two working parents. The six children mentioned in home-based are out in rural areas. There is no access to centers close by and that is why they are in a home-based program. If those kids get into a center associated with a school, usually by bussing services, they would be able to go to a school district program. Going to a school district preschool would give the children more time in a program than what they are currently spending with the home-base program Bear River Head Start offers, which is only 1.5 hours per week. The socialization portion, which is part of our program, is what is not meeting the needs of the children. They would have more hours with a school district overall.

We will start our Program Improvement process that Policy Council will get to see the reports for.

#### **14. Board Report – Cindi Hill**

Board met Tuesday, April 18th. Board voted to have the COLA and Quality Funding application approved. They also, like Policy Council tonight, approved the Employee Policies, the Head Start Operational Procedures, and the Fiscal Policies and Procedures. Board also conducted a Director's Performance Review for Sarah Thurgood, and in the review Board noted that she could try to improve her ability to be reserved. All other items discussed in Board Meeting were the same as discussed in Policy Council.

#### **15. Policy Council Concerns & Other Discussion Items – Policy Council Representatives**

No questions or concerns were discussed during this item.

#### **16. Community Report – Policy Council Representatives**

-April 21-22: Family Resource Fair at Cache County Event Center 179 N Main & 199 N Main Logan, UT 84321. Friday 4pm-7pm and Saturday 10am-7pm. It is free to attend. There will be food, fun activities, workshops, and Bear River Head Start will have a booth.

-April 28-29: Kid's Junior Ranger Day at Bear Lake State Park 25 E 300 N Saint Charles, ID 83272 1pm. Learn about the beauty of nature.

-May 5: Cinco De Mayo at the Cache County Fairground 179 N Main & 199 N Main Logan, UT 84321 from 12pm-8pm. There will be a taco fiesta, folklore dancers, musicians & mariachis, food trucks, games for kids, rock climbing, bounce houses and more

-May 5-6: Malad Valley Renaissance Faire at Heritage Square 4450 W 4500 S Malad City, ID 83252. From Friday 2pm-Saturday 8pm. There will be a baby animal spring festival, princess party \$25, a fire breathing banquet \$30, jousting, comedy show, and dancing.

-May 16-20: Black and White Days. On Saturday May 20 there are events at the Relic Hall, 25 S State St Richmond, UT 84333 from 10am-4pm. The Richmond parade is also on Saturday at 5pm traveling from 600 S State St. to Park Community Center. There will be horse pulls, races, face painting, and booths

-May 26-29: Baby Animal Days at American West Heritage Center 4035 S Hwy 89-91 Wellsville, UT 84339. 10am-6pm. Petting zoo and interpreters. \$10 per day

#### **17. Parent Committee Meeting Report – Policy Council Representatives**

There was a Parent Committee Meeting this week. There was good attendance. The English Parent Committee Meeting was at 10am and 7pm virtually. The Spanish speaking meeting was in person. If Policy Council Members haven't been to a Parent Committee Meeting, it is suggested they ask their advocate about it and come to the next Parent Committee Meeting. Policy Council members that attended found the Parent Committee Meeting amazing. Their kids love the Twinkle Twinkle Little Star taught during it.



**18. Calendar Review – Kristie Curtis**

- Please help recruit by spreading the word about applying for Bear River Head Start at [www.brheadstart.org](http://www.brheadstart.org). See this month's flyers for more information!
- May 8: ERSEA & FISCAL Audit w/ Rudd & Co.
- May 16: Budget Meeting at 10am (Policy Council Treasurer to attend)
- May 17: Conscious Discipline Parent Committee Meeting (Virtual) 10-10:30am & 7-7:30pm
- May 18: Policy Council Meeting at 7:00pm
- May 23: Board Meeting at 5:00pm (Policy Council Chair to attend)
- May 29: Memorial Day (All staff are off)

**19. Vote to adjourn the April 20, 2023 Policy Council Meeting – Stacey Clark**

With no other business to conduct, the April 20, 2023 Policy Council Meeting was adjourned at 7:59 pm.

**Motion to adjourn the April 20, 2023 Policy Council Meeting**

**Motion:** David Stone

**Seconded:** Brittan Johnson

**Approved:** Yes