

Chairperson Signature Stacey ClarkDate 05-18-2023

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

|   |  |   |           |
|---|--|---|-----------|
| <b>Date:</b> Monday, May 8, 2023                    | <b>Start Time:</b> 7:00PM<br><b>End Time:</b> 7:17PM | <b>Location:</b> Dialpad Meetings: 1-888-602-7505 |           |
| <b>2022-2023 Policy Council Members' Attendance</b> |  | <b>YES</b>  | <b>NO</b> |
| 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                                      |   | E         |
| Zhansaya Abdikairan*                                | Smithfield Representative                            |   | X         |
| Kassandra Cole*                                     | Smithfield Alternate                                 |   | X         |
| Timothy Moore*                                      | Richmond Representative                              |   | E         |
| Traci Godfrey*                                      | Richmond Alternate                                   |   | E         |
| Stacey Clark* (Chair & Idaho HSAC)                  | Malad Representative                                 | X   |           |
| Janice Fritz*                                       | Malad Alternate                                      |   | E         |
| Whitney Miles*                                      | Paris Representative                                 | X   |           |
| 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                                   |   | E         |
|   | Board Representative                                 |   |           |
| Anna Herrera*                                       | Community Representative                             |   | X         |
| Justin Nuñez*                                       | Community Representative                             | X   |           |

### \*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): 3 |
| Do we have a Quorum?  |  |
| Meeting Called to Order By: Stacey Clark (Policy Council Chairperson)<br>Meeting Facilitated By: Symphony Correia (Board/Policy Council Specialist)<br>Additional Staff in Attendance: Terrah Smith (Fiscal Coordinator), Kristie Curtis (Family Services Coordinator), Stephanie Wood (Center-Based Coordinator) |  |

**1. Vote to approve the hire request of Sherry Nitta as Fiscal Assistant – Terrah Smith**

Sherry has quite a bit of office experience and is excited for this opportunity. She has been in Cache Valley for two years and is thoroughly enjoying it. She looks forward to getting more involved with the program.

**Motion to approve the hire request of Sherry Nitta as Fiscal Assistant****Motion: Brittan Johnson****Seconded: Justin Nunez****Approved: YES****2. Vote to approve the transfer request of Cherie Pierce from Health Manager to Health & Wellness Administrator – Kristie Curtis**

Cherie has been with Bear River Head Start for eighteen years. She has years of experience in the oral health field. She was a Dental Assistant before having children and has taken CPR and First Aide training. She started as an Oral Health Assistant, then moved to Oral Health Specialist and then into the Health Manager role. She has been in the Health Manager position for about two years. In her position with the program she has built relationships with medical and dental offices. She has lived in Cache Valley since 1993. She is married and has two kids and a grandchild, and she loves to be outdoors. She is excited to progress and step into this new role.

**Motion to approve the transfer request of Cherie Pierce from Health Manager to Health & Wellness Administrator****Motion: David Stone****Seconded: Justin Nunez****Approved: YES****3. Vote to approve the transfer request of Emma Gunnell from Fiscal Assistant to Health Specialist – Kristie Curtis**

Emma has been working for Bear River Head Start for ten months. It will be her year mark in July. She is requesting to transfer to the Health Specialist position. She has taken CPR and First Aide classes and has her food handler's permit. She has been a life guard and has lived in Cache Valley for about seven years.

**Motion to approve the transfer request of Emma Gunnell from Fiscal Assistant to Health Specialist****Motion: David Stone****Seconded: Justin Nunez****Approved: YES****4. Information Only: Jasmine Padilla will be transferring from an EHS Infant Toddler Teacher Assistant at the Pond to an EHS Infant Toddler Teacher Assistant at the Nest/Koop. This is coming to Policy Council as information only as this will not change her job description – Stephanie Wood**

Jasmine Padilla is transferring from the Pond to the Nest/Koop. Her job description will not be changed by this transfer. She will stay a Teacher Assistant. The Nest/Koop is closer to Jasmine's home and that is why she is requesting this transfer. The Policy Council Chair inquired if the job description of an employee does not change, Policy Council does not vote on it? When staff are not moving to a different position the information will come to Policy Council as an FYI. Location change requests from employees do not need to be voted on. The information is shared to keep Policy Council members informed of what is going on in the program.

**5. Vote to adjourn the May 8, 2023 Interim Policy Council Meeting – Stacey Clark**

With no other business to conduct, the May 8, 2023 Interim Policy Council Meeting was adjourned at 7:17 pm.

**Motion to adjourn the May 8, 2023 Interim Policy Council Meeting**

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|-------------------------|-----------------------|---------------|
| Motion: Brittan Johnson | Seconded: David Stone | Approved: YES |
|-------------------------|-----------------------|---------------|