

Chairperson Signature _____

Date _____

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

Date: Wednesday, May 31, 2023	Start Time: 7:00PM End Time: 7:21PM	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
	Hyrum Representative		
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	X	
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		X
	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): 1
Do we have a Quorum? YES	
Meeting Called to Order By: Stacey Clark (Policy Council Chairperson) Meeting Facilitated By: Symphony Correia (Board/Policy Council Specialist) Additional Staff in Attendance: Terrah Smith (Fiscal Coordinator), Steph Wood (Centerbased Coordinator), Cherie Pierce (Health & Wellness Administrator)	

1. Vote to approve the hire request of Makayla Swenson for Health Assistant – Cherie Pierce		
Mckayla goes by Macky. She has been CNA certified since 2020. She got moved up into management so she has dealt with insurance and talking with doctors, etc. She loves to read and constantly has her nose stuck in a book. She is getting married on September 14 this year. Those are the highlights about Mckayla.		
Motion to approve the hire request of Makayla Swenson for Health Assistant		
Motion: Brittan Johnson	Seconded: Melanie Wells	Approved: YES

2. Vote to approve the hire request of Cidney Anderson for PHS Logan Extended Day Teacher Assistant – Stephanie Wood		
Cidney has had the opportunity to work with kids in a lot of ways. When she was younger, she taught dance and was able to help with the Special Olympics for younger and older kids. Since then, she has had the opportunity to do some day care and preschool work with kids primarily from infants to four years old. Cidney helped the teachers with whatever they needed, planned activities, helped with music and art time, etc. She also had the chance to do some substitute teaching this last year, which she loved. She is looking forward to working with this age group of kids. Cidney is really passionate about teaching so she's excited to get more hands-on experience in this role. She loves kids and is excited for this opportunity.		
Motion to approve the hire request of Cidney Anderson for PHS Logan Extended Day Teacher Assistant		
Motion: Brittan Johnson	Seconded: Melanie Wells	Approved: YES

3. Vote to approve the transfer request of Terrah Smith from Fiscal Coordinator to Administrative Assistant – Sarah Thurgood		
Policy Council asked if Terrah and Symphony would both need to share information about their transfers and clarified how the voting will work for their transfers. They will each speak to their own transfer and then will watch over the meeting while the other is being voted on. Terrah has been with Bear River Head Start for 13 years. She has worked in various positions and started as an Infant/Toddler Teacher at the Nest and Koop. Most recently she was the Board and Policy Council Specialist and a couple of months ago, transferred into the Fiscal Coordinator position. Ultimately, the Fiscal Coordinator position is not the right fit for her at this time in her life and she is requesting to transfer to the Administrative Assistant position. Part of her duties as the Administrative Assistant, at this time, will be to support Policy Council and Board and some of the other things she was doing before, like taking care of In-kindPro, etc. This will be a better fit for her and her family, as she has younger children, to still keep working with Bear River Head Start but in a different capacity.		
Motion to approve the transfer request of Terrah Smith from Fiscal Coordinator to Administrative Assistant		
Motion: Brittan Johnson	Seconded: Melanie Wells	Approved: YES

4. Vote to approve the transfer request of Symphony Correia from Fiscal Specialist to Fiscal Coordinator – Sarah Thurgood		
Symphony is transferring into the Fiscal Coordinator position. As she has mentioned before with other transfer requests, she was a Transportation Management Coordinator in the US Army. She dealt with cargo, freight, and transporting platoons and the tasks that had to do with keeping order and detail for those duties. She also did the banking and administrative work with the Marriot. She also started as a Real Estate Agent a few months ago which means she has really been working on paying acute detail to contracts and sensitive information.		

Motion to approve the transfer request of Symphony Correia from Fiscal Specialist to Fiscal Coordinator		
Motion: Brittan Johnson	Seconded: Melanie Wells	Approved: YES

5. Vote to adjourn the May 31, 2023 Interim Policy Council Meeting – Stacey Clark		
With no other business to conduct, the May 31, 2023 Interim Policy Council Meeting was adjourned at 7:21pm.		
Motion to adjourn the May 31, 2023 Interim Policy Council Meeting		
Motion: Timothy Moore	Seconded: Brittan Johnson	Approved: YES