

Chairperson Signature _____

Date _____

BEAR RIVER HEAD START POLICY COUNCIL

2022-2023 Meeting Minutes

Date: Thursday, May 18, 2023	Start Time: 7:00PM End Time: 7:42PM	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		E
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		X
Timothy Moore*	Richmond Representative	X	
Traci Godfrey*	Richmond Alternate		X
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		X
Mandi Hess	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): 3
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: Sarah Thurgood (Program Director), Kristie Curtis (Family Services Coordinator), Terrah Smith (Fiscal Coordinator), Stephanie Wood (Center-based Coordinator), Nicolee Nielsen (EHS Family Development Manager), Cherie Pierce (Health and Wellness Administrator)	

1. Vote to approve the hire request of Hannah Engebretsen as a Family Advocate (Nicolee Nielsen) – Kristie Curtis		
Nicolee introduced Hannah Engebretsen as she was not able to attend the meeting due to a prior work engagement. Hannah graduated with a degree in Family Science from Utah Valley University. She has experience working for Stronger Families, Welcome Baby, and Little Reader's Academy. She is relocating to Logan and is excited to work with families.		
Motion to approve the hire request of Hannah Engebretsen as a Family Advocate (Nicolee Nielsen)		
Motion: Anna Herrera	Seconded: Mandi Hess	Approved: Yes

2. Vote to approve the hire request of Gabriel Molina as a Family Advocate – Kristie Curtis		
Gabriel Molina is currently going to Utah State University pursuing a degree in Family Studies with an emphasis in Community Services and a minor in Psychology. He plans to graduate in the fall of 2024. He has been working at Edith Bowen Laboratory School on campus as a Behavior Aide with kids ages six to twelve with school work and response to intervention groups. He also worked for NES (North Eastern Services) that services individuals and group homes. He helped them cook, take their medicine and was overall a mentor and friend to the members. His goal in life is to help others and make a difference in their lives. It is rewarding for him and he enjoys it. He is excited for the opportunity to work with Bear River Head Start.		
Motion to approve the hire request of Gabriel Molina as a Family Advocate		
Motion: Samantha Ryder	Seconded: Amy Gyllenskog	Approved: Yes

3. Vote to approve the 2023 Change of Scope Narrative – Sarah Thurgood		
We are submitting a Change of Scope Reduction of Enrollment application to the Regional Office and the Office of Head Start for six Homebased pre-school aged children. We only have six Head Start kids in our entire Homebased service area. This will not change our Early Head Start enrollment. The Regional Office suggested we write for a reduction of enrollment to reduce the six Homebased Preschool Head Start slots. We are not out of compliance, but there is a risk factor of our program not being able to provide proper socialization activities for those six Homebased Preschool Head Start kids. This change will not displace any kids. The children that are currently enrolled will be leaving for Kindergarten at the end of this school year. The Preschool Head Start program does not continue in the summer like the Early Head Start program does. It will end in May and those kids will be off for the summer. Once those kids leave the program, we will not fill the six slots. The savings we will have from the unused slots will be used for salaries. We will not be displacing any staff members that previously worked with the Homebased Head Start kids. If someone of that staff leaves the program, however, we may look at not filling their position and use that salary to help with retaining staff. It will go toward salaries for other staff.		
Motion to approve the 2023 Change of Scope Narrative		
Motion: Mandi Hess	Seconded: Anna Herrera	Approved: Yes

4. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Stacey Clark		
Voting on this is to approve holding meetings as needed, as we have done.		
Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed		
Motion: Carlos Calbimonte	Seconded: Anna Herrera	Approved: Yes

5. Vote to approve the April 20, 2023 Policy Council Meeting Minutes – Stacey Clark

No questions, concerns or discussion was held for this item.

Motion to approve the April 20, 2023 Policy Council Meeting Minutes

Motion: Amy Gyllenskog	Seconded: Samantha Ryder	Approved: Yes
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6. Vote to approve the April 26, 2023 Interim Policy Council Meeting Minutes – Stacey Clark

No questions, concerns or discussion was held for this item.

Motion to approve the April 26, 2023 Interim Policy Council Meeting Minutes

Motion: Amy Gyllenskog	Seconded: Anna Herrera	Approved: Yes
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7. Vote to approve the May 8, 2023 Interim Policy Council Meeting Minutes – Stacey Clark

No questions, concerns or discussion was held for this item.

Motion to approve the May 8, 2023 Interim Policy Council Meeting Minutes

Motion: Amy Gyllenskog	Seconded: Whitney Miles	Approved: Yes
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8. Active Supervision Assessment Updates – Stephanie Wood

The Center-Based Managers and health and safety team is in process of doing follow-up risk assessments and facility checks. During this, the staff talk with teachers, evaluate classrooms, and evaluate facilities to ensure the safety of the classrooms and children. When needs are identified, we work with the teachers and Facility Coordinator to resolve issues quickly. We use the data from these assessments to ensure our centers and information are up-to-date. When the risk assessments are completed by the Center-Based Managers, we file a new updated assessment in the facility folder for anyone in the classrooms to review. The health and safety checks for the facilities are used to continually monitor compliance with Head Start Performance Standards. This is to ensure safety.

9. Program Performance Report – Sarah Thurgood

We are in compliance with all the Performance Standards. There are no deadlines that have been missed. We want Policy Council to be able to see our program data so that it will help them know what is going on in the program at any given moment. Policy Council members are welcome to ask questions and we want to answer them. No Policy Council members had any questions.

10. Budget Committee/Fiscal Report – Melanie Wells/Terrah Smith

There is still a lot going on in Fiscal. We are 25% complete with the fiscal year as of April 30th. We are working on closing out April. To do so, we are working to get an Idaho CACFP claim closed out. We are working on the 2023 Change of Scope that was brought to Policy Council tonight. It will go to Board next week. We are working on benefit reconciliations and how to withhold them in preparation for moving to our online payroll system, Gusto, on July 1st with a first pay date of July 12th. Currently, we are withholding benefits just during the school year and stop withholding when school is not in session during the summer. With Gusto, we will be transitioning staff that elect medical, dental, vision, or flex spending to withhold all twelve months of the year. We are also working on the lease renewal for the Pond Suite 120 due at the end of May. We are working with Mountain States Property Management to complete this. Board will review and approve this lease renewal. We are beginning the process for next year's CACFP renewals for Utah and Idaho. Our Annual Audit is on June 19th. Fiscal procedures will

be audited, as well as the eligibility requirements that our recruitment and enrollment office follow. The SEP Distribution was administered at 6.82% for all eligible employees.

11. Director's Report – Sarah Thurgood

Starting this year we are having staff work twelve months year-round. This is due to Gusto's withholding requirements. They are not able to calculate withholdings unless employees will have them withheld for a twelve-month period. This is important to us. We have resolved issues with time cards in the past, but a suggestion from our attorney was to look into using an online payroll system. This way internal errors, such as with the previous time card issues, are minimized. We are looking forward to this change, even though it will be an adjustment for the program. Our plan is to transition from our own staff doing payroll, to Gusto doing payroll. A transition liaison will work with our staff on this change to help with the adjustment. It is a big job. There are a number of staff members that have not been working year-round and it will be different for them. Some are having a hard time with this change. We are trying to make this change smooth for them. In the past we have had staff that are off during the summer months who get other jobs and do not come back to the program. This transition will help us retain staff by keeping them tied into our system. In the summer they will do trainings that we do not have ample time for when school is in session. Staff will also help with recruitment and prepping classrooms during the summer. There are special projects that can be done as well, such as preparing CACFP documents, labeling, in-kind and other health and fiscal things. It will be an organized approach to keeping staff busy in the summer. We are also doing our Community Assessment, which will lead to our Program Improvement. In our Community Assessment, we determine if we are providing services in all the areas with the greatest number of Head Start and Early Head Start eligible children and families. From this, we develop the goals for the program, which help us develop our grants.

12. Board Report – Mandi Hess

Board meets the week after Policy Council. Board will go over nearly all the same information that is brought to Policy Council and review things from a different perspective. Last meeting, Board went over in detail the six Home-based Head Start slots being removed and how it will benefit the program as a whole. Board thanked Policy Council for being involved. Without Policy Council, we would not be able to keep the program running so smoothly.

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

Policy Council wanted to know when the new teacher for the PM Preston class would be acquired. We are in process of getting the open position posted. As soon as the program has applicants for the position, we will begin interviews and hope to fill the position quickly. There was a parent complaint brought up about how we enroll children in the Head Start program and if it is based off of ethnicity or race. When we enroll children in Head Start, it is determined off of need. This is determined by the point system in the ERSEA department. We review income eligibility, rank family and child need, and other factors. We are able to enroll up to 10% of families and children that are over income. Those enrolled children are always enrolled again based on need if our services are beneficial for them. Race, color, and ethnicity are not factors in enrollment. We want all parents to be respectful to each other and treat each other kindly. If there is ever a problem, please let your teachers and family educators know. We want to know about any concerns so that we can deal with them. We want all parents, children, and staff to feel welcome and protected. We are a place of love and inclusiveness and want all participants in the program to follow this as well.

14. Community Report – Policy Council Representatives

-May 26, 27, 29: Baby Animal Days at American West Heritage Center 4025 South Highway #89-91, Wellsville, UT 84339 10am-6pm. Animals, demonstrations, and competitions.
 -May 20: United Truck and Tractor Pull Series at Oneida County Fairgrounds 459 S Main St. Malad City, ID 83252. 5:30pm. Tickets \$12-\$17
 -June 3: Classic Car and Bike show at N. Main St. Malad, ID 83252. 10am-4pm free entry.
 -June 10: Cops and Bobbers fishing day at Montpelier Rearing Pond. All equipment provided.
 -June 12-16, 20-23; July 10-14, 25-28; July 31-August 4, August 7-11 Summer Camps at The Family Place 1525 W 200 N Logan, UT 84341. 10am-12pm. \$40-\$50 registration. Games, crafts, water games, emotional control and understanding.
 -June 30-July 2: Welsh Festival at Malad LDS 2nd Ward, Malad City Park 20 South 100 West Malad, ID 83252, downtown Malad, Samaria. 9:15am-7:30pm Friday at various locations. 9am-5pm Saturday. 5pm Sunday Malad LDS 2nd ward.

15. Parent Committee Meeting Report – Policy Council Representatives

No concerns or questions were discussed for this item.

16. Calendar Review – Kristie Curtis

June 30: Return Spring Policy Council Survey
 June 30: Give Parent Surveys to Family Advocate
 June 13: Budget Committee Meeting for the Treasurer to attend at 10am
 June 14: Last day for extended day classes
 June 15: Policy Council Meeting at 7pm

17. Vote to adjourn the May 18, 2023 Policy Council Meeting – Stacey Clark

With no other business to conduct, the May 18, 2023 Policy Council Meeting was adjourned at 7:42 pm.

Motion to adjourn the May 18, 2023 Policy Council Meeting

Motion: Mandi Hess

Seconded: Whitney Miles

Approved: Yes