

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

<b>Date:</b> Thursday, June 15, 2023	<b>Start Time:</b> 7:00PM <b>End Time:</b> 8:25PM	<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
	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		E
Stacey Clark* (Chair & Idaho HSAC)	Malad Representative	X	
Janice Fritz*	Malad Alternate		E
Whitney Miles*	Paris Representative	X	
Brittan Johnson*	Paris Alternate		E
Kristin Fellows*	Preston Representative		E
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: 9	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: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Executive Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator), ReNae Torbenson (Homebased Coordinator), Symphony Correia (Fiscal Coordinator), Cherie Pierce (Health & Wellness Administrator)	

<b>1. Vote to approve the hire request of Nicole Nelson as a Family Educator – ReNae Torbenson</b>		
Nicole graduated from Utah State University in 2007 in Family and Human Development. She worked for Head Start for a few years after she graduated. For the past 7 years, she has been working at Utah State University overseeing student development in the Campus Recreation Department. Nicole is in her third semester of Graduate School working toward becoming a school counselor. She wants to work with children and families again so this position would be a good fit for her.		
<b>Motion to approve the hire request of Nicole Nelson as a Family Educator</b>		
<b>Motion: Melanie Wells</b>	<b>Seconded: Amy Gyllenskog</b>	<b>Approved: Yes</b>

<b>2. Vote to approve the transfer request of Mendi DeSimone from Social Emotional Coach to PHS Part Day Logan Teacher – Steph Wood</b>		
Mendi has been a Social Emotional Coach for the last two years and with Bear River Head Start for almost 6 years. She started out as an Early Head Start Teacher for four years and then became a Social Emotional Coach. She has been subbing in an Extended-Day classroom in Hyde Park for the last five months. Mendi has really enjoyed teaching and working with the children and their families and would love to be a Part-Day Teacher at the Logan Center. Mendi is one of our employees that is able to work in multiple locations and do really well. When she got back into the classroom, she really loved it. The kids are wonderful. She's used Conscious Discipline throughout the class and has really noticed a difference from using it. It's been great to have that tool in her tool belt.		
<b>Motion to approve the transfer request of Mendi DeSimone from Social Emotional Coach to PHS Part Day Logan Teacher</b>		
<b>Motion: Timothy Moore</b>	<b>Seconded: Carlos Calbimonte</b>	<b>Approved: Yes</b>

<b>3. Vote to approve the transfer request of Abby Lindberg Cloward from EHS Infant/Toddler Teacher to PHS Extended Day Logan Teacher – Steph Wood</b>		
Abby currently works as an Early Head Start Infant/Toddler Teacher and has been for about a year. She has really loved it and getting to know all of the kids in her class and teaching them. She just graduated from Utah State University in Human Development and wants to broaden her work experience in the field and work as a Preschool Head Start Extended-Day Teacher.		
<b>Motion to approve the transfer request of Abby Lindberg Cloward from EHS Infant/Toddler Teacher to PHS Extended Day Logan Teacher</b>		
<b>Motion: David Stone</b>	<b>Seconded: Amy Gyllenskog</b>	<b>Approved: Yes</b>

<b>4. Vote to approve the transfer request of Danielle Pike from PHS Logan Teacher Assistant (Paid Internship Position) to PHS Extended Day Logan Teacher – Steph Wood</b>		
Danielle has been working as an intern since January. She has been subbing as the Teacher in one of the Extended-Day classrooms at the PHS Logan Center for the past couple of weeks. Danielle graduated from Utah State University in May with her Bachelor's Degree in Family Life Studies with an emphasis in Human Development.		
<b>Motion to approve the transfer request of Danielle Pike from PHS Logan Teacher Assistant (Paid Internship Position) to PHS Extended Day Logan Teacher</b>		
<b>Motion: Amy Gyllenskog</b>	<b>Seconded: Carlos Calbimonte</b>	<b>Approved: Yes</b>

**5. Vote to approve the transfer request of Amber Skinner from PHS Logan Teacher**

<b>Assistant to PHS Hyrum Classroom Assistant – Steph Wood</b>		
Amber would like to transfer to the Hyrum location because she lives in Hyrum and it would be more convenient for her. She has really enjoyed the classroom setting. It's been a lot of fun.		
<b>Motion to approve the transfer request of Amber Skinner from PHS Logan Teacher Assistant to PHS Hyrum Classroom Assistant</b>		
<b>Motion: Anna Herrera</b>	<b>Seconded: Samantha Ryder</b>	<b>Approved: Yes</b>

<b>6. Vote to approve the transfer request of Rachel Coscia from Disability Aide to Social Emotional Coach – Steph Wood</b>		
Rachel is currently a Disability Aide throughout the program in EHS and PHS. She has been with Bear River Head Start since 2019. She started as a Teacher Assistant for a short period of time and then transferred to a Disability Aide. She is now requesting approval to transfer to a Social Emotional Coach. She has really enjoyed being a Disability Aide. She loves every moment of it. Going through the transition of learning Conscious Discipline and implementing that in the classroom and really diving into the Pyramid Model and Safety Care have helped to increase her skills. She is a Safety Care instructor as well. With all of these skills, she'd love to further her reach in the program as a Social Emotional Coach so she can assist as many, not only students, but teachers and teaching staff as possible.		
<b>Motion to approve the transfer request of Rachel Coscia from Disability Aide to Social Emotional Coach</b>		
<b>Motion: Anna Herrera</b>	<b>Seconded: Amy Gyllenskog</b>	<b>Approved: Yes</b>

<b>7. Vote to approve the transfer request of Kimberly Sorensen from Child Development Assistant to PHS Extended Day Smithfield Teacher – Steph Wood</b>		
Kimberly graduated from Utah State University with her degree in Family, Consumer and Human Development in 2011. She has done various things since then. She was hired as the Child Development Assistant and then started helping in the Smithfield Extended-Day class as a Teacher Assistant. Kimberly lives in Smithfield and has really loved working in that classroom. When she saw the opening for the Smithfield classroom she requested to transfer to the teaching position there. She is excited to work with the families and the kids.		
<b>Motion to approve the transfer request of Kimberly Sorensen from Child Development Assistant to PHS Extended Day Smithfield Teacher</b>		
<b>Motion: Whitney Miles</b>	<b>Seconded: Amy Gyllenskog</b>	<b>Approved: Yes</b>

<b>8. Vote to approve the transfer request of Alma Rivera from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher – Steph Wood</b>		
Alma is currently working part-time as a Teacher Assistant at the Pond Center. She started working for Bear River Head Start in 2017. When she started working in the classroom, she got a passion for working with children. Alma sees she has a potential to be a positive influence in the children's lives and helping them learn in an age appropriate manner. That is why she would like to transfer from a part-time Teacher Assistant to an Infant/Toddler Teacher at the Pond.		
<b>Motion to approve the transfer request of Alma Rivera from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher</b>		
<b>Motion: Whitney Miles</b>	<b>Seconded: Melanie Wells</b>	<b>Approved: Yes</b>

<b>9. Vote to approve the following Bear River Head Start Health Policies and Procedures:</b>		
-PHS/EHS Exclusion Policy		
-Infection Control Policy		

<b>-Immunization Policy/Procedure</b>		
<b>-Emergency Plan</b>		
<b>-Health &amp; Safety Observation Checklist – Cherie Pierce</b>		
A formatting change was made to the Emergency Plan for easier reading. Staff names in office locations were also removed from the Emergency Plan and were replaced with the staffs' titles. On the Health and Safety Checklist, unnecessary wording such as and, the, etc. was removed for easier reading. There were no other changes made to the listed health policies and procedures.		
<b>Motion to approve the following Bear River Head Start Health Policies and Procedures:</b>		
<b>-PHS/EHS Exclusion Policy</b>		
<b>-Infection Control Policy</b>		
<b>-Immunization Policy/Procedure</b>		
<b>-Emergency Plan</b>		
<b>-Health &amp; Safety Observation Checklist</b>		
<b>Motion: Amy Gyllenskog</b>	<b>Seconded: Carlos Calbimonte</b>	<b>Approved: Yes</b>

<b>10. Vote to approve the Year End Homebased Child Development Outcomes – ReNae Torbenson</b>		
This is our Spring Homebased Outcomes Report. As a reminder, we complete outcomes three times a year, in the Fall, Winter and Spring and then start over again in the Fall. Both our Early and Preschool Head Start Homebased children showed gains across all of the Developmental Domains. For our Early Head Start Dual Language Learners, we had some stalling out which usually means that as children drop the program and new kids are enrolled with a lower baseline, they will temporarily bring down the group average so there really is no concern there. For our Preschool Head Start kids, we had only the six enrolled and, as you know, we have now closed that program option out. We had staff help the parents of these six children set goals for the summer as they get ready to enter Kindergarten this Fall. We provide all parents with individual charts of their child's growth. We retrained some staff on some common user errors within the DRDP system which can trip them up as it can be technologically difficult for some of our staff. We have gone over that several times to decrease the user errors. We continue to plan training for staff to increase their knowledge. We want to continue to individualize services on home visits for the needs of the children and families.		
<b>Motion to approve the Year End Homebased Child Development Outcomes</b>		
<b>Motion: Melanie Wells</b>	<b>Seconded: Timothy Moore</b>	<b>Approved: Yes</b>

<b>11. Vote to approve the Year End Centerbased Child Development Outcomes – Steph Wood</b>		
We also complete the Centerbased Outcomes three times a year just as ReNae reviewed. We are really excited to report that we've seen gains in all areas and growth for all of the Early Head Start and Preschool Head Start Centerbased children. We use our outcomes in many different ways. We use them for program improvement, staff trainings, short and long-term goals. It really helps us have a baseline of where we'd like our trainings to go. In Early Head Start, we do see the same thing that ReNae was describing in the language area, where we have a child drop and a new child come in with a little stall there but that is not a concern either in our Early Head Start centers.		
<b>Motion to approve the Year End Centerbased Child Development Outcomes</b>		
<b>Motion: Timothy Moore</b>	<b>Seconded: Samantha Ryder</b>	<b>Approved: Yes</b>

<b>12. Vote to approve the Year End Family Development Outcomes – Kristie Curtis</b>		
Family Outcomes are also tracked three times a year at the beginning, mid and end, just like Child Development Outcomes. We follow the Parent, Family and Community Engagement Framework which is aligned with our Head Start Performance Standards. We gather data from our Family Development Outcomes which helps us set goals and implement plans for program improvement. We also saw gains in all areas of the Family Outcomes which include Family Well-being, Positive Parent-Child Relationships, Families as Lifelong Educators, Families as Learners, Family Engagement in Transitions, Family Connections to Peers and Community and Families as Advocates and Leaders.		
<b>Motion to approve the Year End Family Development Outcomes</b>		
<b>Motion: Samantha Ryder</b>	<b>Seconded: Melanie Wells</b>	<b>Approved: Yes</b>

<b>13. Vote to approve the Bear River Head Start Child Abuse &amp; Neglect Policy – Kristie Curtis</b>		
The only changes made to this policy was updating the date of review to June 2023 and the title Family Development Coordinator was replaced with Family Services Coordinator. We train staff yearly on child abuse and neglect. Staff also train parents and share resources with them. We are a mandatory reporting agency and we follow and work closely with the Division of Child and Family Services (DCFS) in Utah and the Department of Health and Welfare (DHW) in Idaho.		
<b>Motion to approve the Bear River Head Start Child Abuse &amp; Neglect Policy</b>		
<b>Motion: Amy Gyllenskog</b>	<b>Seconded: Timothy Moore</b>	<b>Approved: Yes</b>

<b>14. Vote to approve the Policy Council Composition – Kristie Curtis</b>		
Policy Council Members are elected at the beginning of the year and serve for 13 months (October through October). Elected Policy Council Officers (Chair, Vice Chair, Secretary and Treasurer) serve one additional month through November. We elect one Representative and one Alternate per area we serve. Policy Council Members are the voice of Head Start. We really appreciate you joining the meeting calls, voting and making a difference in the Head Start Program. The only change made to the Policy Council Composition was the date of review being updated to March 2023. Board approved this during their May Board Meeting. This is the one item that Board approves ahead of Policy Council.		
<b>Motion to approve the Policy Council Composition</b>		
<b>Motion: Melanie Wells</b>	<b>Seconded: Timothy Moore</b>	<b>Approved: Yes</b>

<b>15. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – David Stone</b>		
No questions were asked or discussion held regarding this agenda item.		
<b>Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed</b>		
<b>Motion: Amy Gyllenskog</b>	<b>Seconded: Samantha Ryder</b>	<b>Approved: Yes</b>

<b>16. Vote to approve the May 18, 2023 Policy Council Meeting Minutes – David Stone</b>		
No questions were addressed or changes made to the May 18, 2023 Policy Council Meeting Minutes.		
<b>Motion to approve the May 18, 2023 Policy Council Meeting Minutes</b>		
<b>Motion: Amy Gyllenskog</b>	<b>Seconded: Carlos Calbimonte</b>	<b>Approved: Yes</b>

<b>17. Vote to approve the May 31, 2023 Interim Policy Council Meeting Minutes – David</b>		
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<b>Stone</b>		
No questions were addressed or changes made to the May 31, 2023 Interim Policy Council Meeting Minutes.		
<b>Motion to approve the May 31, 2023 Interim Policy Council Meeting Minutes</b>		
<b>Motion: Amy Gyllenskog</b>	<b>Seconded: Samantha Ryder</b>	<b>Approved: Yes</b>

**18. Election of a 2022-2023 Policy Council Secretary for the remainder of the year – Terrah Smith**

Laura Vogel was the elected Policy Council Secretary and had to resign from Policy Council. Because of this, we need to elect a new Secretary for the remainder of the year. As a reminder, this position must be filled by an elected Policy Council Representative for their area. The Policy Council Member serving on the Health Services Advisory Committee can also serve as one of the other officers and fill the open Secretary position, if interested. All Officers will remain seated in their positions from now through the upcoming November when the new Policy Council elects their new officers. The current Policy Council Officers will attend that meeting to help train the new officers. All Policy Council Officers are expected to follow the Code of Conduct which means being professional and working together toward problem solving, etc. The duties of the Secretary include taking note of items that occur during the meetings which help with the taking of meeting minutes and also ensuring the tracking of attendance of Policy Council Members. If need be, they may be asked to fill in and conduct a Policy Council Meeting if the other officers are unable to do so. Policy Council Representatives were asked to put forth their names to volunteer for the open Policy Council Secretary position for the remainder of this year. Policy Council inquired if there would be additional meetings to attend by serving in this position. The amount of meetings to attend would be the same. The Secretary helps with a roll call at the beginning of meetings to support the Administrative Assistant in ensuring a quorum is present and marking attendance and also keeps note of who makes the first and second motions during the voting process during the meetings they would already be attending. Policy Council clarified how long the Secretary would remain seated in this position. All currently elected Policy Council Members will remain on Policy Council through October 2023. They will attend and run the October meeting. The newly elected Policy Council Members for next service year will attend and observe the current Policy Council as they run the October meeting. This helps train the new Policy Council. The elected Officers for this year will remain seated through the November 2023 Meeting and attend and conduct that meeting to help provide Officer training for the new Policy Council who will elect their officers during that meeting. Policy Council inquired if someone would like to stay in the same officer position for the next year, would that be possible? Yes. If a current Policy Council Member's child is still enrolled in Head Start this next service year and they would like to serve on the Policy Council again, they can put forth their name for re-election. Elections for Policy Council Representatives and Alternates take place at the Welcome Dinners for each area held by our Family Development staff at the beginning of the service year, usually in August or September. Parents can serve as a Representative for their area for up to five years. Elected Policy Council Representatives interested in serving in an officer position can put forth their name during officer elections for this next year's Policy Council during the November 2023 Policy Council Meeting. Timothy Moore put forth his name to serve as the 2022-2023 Policy Council Secretary for the remainder of the year. Further volunteers were asked to put forth their names for the position. No other nominations were made. Tim was asked to leave the call during the voting process. Thank you, Tim and congratulations for being elected as the Secretary! Tim was asked to remain on the call after the meeting to schedule a time for officer training.

**Motion to approve Timothy Moore as the 2022-2023 Policy Council Secretary for the remainder of the year**

<b>Motion: David Stone</b>	<b>Seconded: Amy Gyllenskog</b>	<b>Approved: Yes</b>
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**19. Mental Health Team Updates – Steph Wood**

Our Mental Health Team is doing really great things at Bear River Head Start. They work on identifying children that could use support and help. Because we do not have licensed Mental Health Consultants on staff, we refer out to Bear River Mental Health or The Family Place for those that may need further help. In our classrooms, we use Conscious Discipline and Trauma Informed Care. Our Social Emotional Team works with the kids in the classrooms, and the teachers as well to help them support the children in our classrooms. We provide a lot of trainings with staff during the summer. The Social Emotional Team trains all of the staff and makes sure they're informed on Conscious Discipline, different techniques they can use in the classrooms and Trauma Informed Care. We feel like it's really important at Head Start that we hold these trainings so we are able to help the kids in the classrooms. We have laced all of these topics into training plans for next service year and this summer.

**20. Program Performance Report – Sarah Thurgood**

Every month we complete a Program Performance Report to let Policy Council know how all areas of the program are performing. This has been included in your packet. Another report that will now be included in your packet will be information on staff that are transferring locations or to a different status. Sometimes teachers or assistants move to a different classroom but are not changing jobs. Or someone may be moving from full-time to part time but still in the same position. This kind of transfer information is not required to go to Policy Council for review and approval because it is basically a lateral move from one location to another or a status change. We have been sending all of these transfers to Policy Council as information only which has taken time during Policy Council Meetings. We still want to share this information with Policy Council so you are aware of the staff working directly with your children or where a certain staff member might be transferring to, etc. The main reason we will be sending this information out in a report instead of discussing it during meetings is to help meetings run more smoothly and efficiently and to cut down on interim meetings. You will still receive the information for these types of staff transfers, it will just not take up meeting time moving forward.

**21. Budget Committee/Fiscal Report – Melanie Wells/Symphony Correia**

The 2023-2024 Fiscal Year is 33% complete as of May 31. The Fiscal Office just submitted the Change of Scope Grant Application that was approved by Board and Policy Council to the Regional Office. We are in final preparations for implementing Gusto as our online payroll system. The first payroll date using Gusto will be July 12. The annual Fiscal Audit has been rescheduled to July 10-12. The Fiscal Office prepared and submitted a couple of grants and reports such as the SF425, SF428 and our final program progress reports. The Critical Fiscal Issues Procedure and the Random Time Card Audit Procedure were created last year and are still in use. They were included as part of the required Corrective Action Plan to the Regional Office in response to a time card issue. We have been implementing these procedures in response to that concern. Policies are required to come to Board and Policy Council for their review and approval. Procedures outline how something is done but are not required to go before Board and Policy Council. There have been no changes made to these procedures since they were last approved. Once Gusto is implemented, how will the Fiscal Office continue to follow the Random Time Card Audit Procedure? The need to continue to implement the random time card audit was recently discussed during a meeting that included the different Fiscal Staff that have been working on the implementation of Gusto. One thing that Gusto does not have in place yet that we are still trying to figure out our new process for is a Daily Time Log. Currently we have all Bear River Head Start staff complete a Daily Time Log

that outlines the different work tasks performed throughout the day and is included with their time card. This is another tool that helps with auditing the use of staff time and has been part of the documentation that is reviewed when auditing time cards. Gusto does not have a function currently that allows for a Daily Time Log within their own system. We discussed potentially having staff still complete our Daily Time Log and submitting that to their supervisors for review separately. This would still allow for us to follow this procedure. We do not fully know what this process will look like at this point since we haven't fully implemented the use of Gusto. We do know that the time card audit process is still something that must be done. The Fiscal team will work together to make sure that is accomplished. Continuing to have Daily Time Logs turned in will enable us to still be able to audit time cards moving forward. Policy Council inquired if there has been an issue in the past with time theft. Yes. It may have been before this current Policy Council was elected. We had a problem in the past with a couple of workers that were submitting time cards that were showing more hours than were actually worked. Supervisors are required to sign off on their staffs' time cards. When they sign them, they are stating that they have full knowledge of hours work and tasks completed and that the time card is accurate and correct. The problem in this situation was due to a lack of supervision. The staff involved in this situation are no longer employed at Bear River Head Start. Once we become aware of concerns like this, we report it to Policy Council, Board and the Regional Office. Our job is to ensure federal funding is being used appropriately. We self-reported the concerns to everyone necessary including our Auditors. It happened roughly a year ago. We were put on a Corrective Action Plan for this concern. At that point, we went back through and tightened all of our systems related to time cards. We also implemented the Critical Fiscal Issues Procedure and Random Time Card Audit Procedure to address this concern. Policy Council inquired if we audit time cards of individuals or if we audit a certain group of staff under one supervisor. We audit individuals across the program randomly each pay period. It is a random sampling. No one knows when they will be audited. Policy Council inquired if we have considered using biometrics, such as a finger print, for time punches so no one can enter time for a co-worker. Our time cards are electronically submitted to supervisors who review them and then send them on to their Coordinator who has oversight responsibility. More than one set of eyes reviews them before they get to Fiscal. Once they are turned in to Fiscal, there are multiple sets of eyes that review time cards as part of the payroll process. Once we move to Gusto, the employee will enter their time in Gusto and then their supervisor will review and approve it. Gusto will then process it for payroll. Every month the Fiscal Office will pick a certain amount of time cards randomly across the program and complete an audit on them which will include working with the employee's supervisor and asking for their documentation that shows completion of tasks and hours worked. Many are using time tracking systems in ChidIPlus but each team has a system in place. This Policy Council Member has experience working with time cards and attendance tracking, etc. and was curious what the policies and procedures are regarding that.

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

We are currently working on program planning, completing the Community Assessment, PIR reports, program improvement, grant writing, etc. which we complete during the summer months. Policy Council inquired if it would be a conflict of interest to be on the Board and also have a child enrolled in the program. If you are elected as the Policy Council Chairperson, you would attend Board as a voting member. The Policy Council Chair holds a seat on the Board just as a Board Member attends Policy Council Meetings for cross communication. We do not have current parents of enrolled children on our Board. Policy Council clarified that employees of Bear River Head Start cannot also be a member of our Board of Trustees. That is correct. That is a conflict of interest. We have had Board Members that have had children enrolled in the past but not currently enrolled while serving on the Board.

### **23. Board Report – Terrah Smith**

Board met last month after the Policy Council Meeting. Typically they review and approve the same policies as well as have the same reports as Policy Council. They needed to elect a new Board Member to serve in the capacity of the Board Member with a background and expertise in financial management and accounting. Our prior Board Member with that background is now our Fiscal Officer, Andy Hernandez. Andy gave us a recommendation and Brooks Bodily was voted on and approved as the new Board Member in May. He has been completing his Board Member training and will attend the June Board meeting in a couple of weeks. Board reviewed and approved the Policy Council Bylaws and Composition. Like Kristie mentioned, Board approved the Composition prior to Policy Council. It is one of Board's duties to approve how Policy Council Members are selected so they reviewed and approved that document last month. They also reviewed and approved the Change of Scope, as Policy Council did, to no longer have the 6 Homebased Preschool Head Start children slots. They also approved an amendment to our Lease Agreement for Logan Pointe Suite 120 which is one of the Suites for the Pond Center so that was renewed. Other than that, they received the same reports and updates that were given to Policy Council.

When we were reorganizing our Fiscal Office, we made sure to get things in place appropriately. We have to operate under the license of a Certified Public Accountant, a CPA. We subcontract with Andy Hernandez of Jones Simkins. Even though our Fiscal staff are employees of Bear River Head Start, they are operating under his jurisdiction, guidance and requirements because they are not CPAs. Because we operate under his license and legal responsibility, the operations and tasks completed by our Fiscal Staff are under his guidance, jurisdiction, responsibility and liability.

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

No items were brought up for discussion.

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

-Autoliv in Tremonton: Free STEM activities every Wednesday; various activities with kits are given to take home.

-June 15-17: Summer Fest at the Cache County Fair Grounds

-June 15-17: ½ off for dads at Cache Smash Rage Rooms

-June 16: Dirty Dough Grand Opening (339 N. Main Street, Logan) from 6-10pm, free cookies, free drinks with a google review, balloon artist, face painting, raffle giveaways

-June 16: Juneteenth event from 10am-6pm which includes a Utah Black History Museum Bus & Art Exhibit in the TSC International Lounge. From 10am-12pm there is a Student Athlete Meet & Greet in the West Stadium Center 3rd Floor Champions Club. From 1-6:30pm there will be a panel series in the TSC Ballroom. From 7-9pm there will be a Rhythm & Writing Workshop in the TSC Ballroom.

-June 17: Suicide Awareness Event; 5K and Breakfast

-June 17: World Refugee Day from 5-8pm at Willow Park

-June 17: Huge Socks Fa'Show sponsored by the Sock Outlet at Logan High School at 6:00pm; Wear your sandals, socks will be provided; register at 435-881-5951 or [www.catalinalovvifoundation.net](http://www.catalinalovvifoundation.net) to be part of the fashion show and win money prizes for 1st-4th place (1st: \$250, 2nd: \$150, 3rd: \$100, 4th: \$50). There will also be Zumba, food and dance.

-Spark Ur Soul (99 W. Center Street Logan): Zumba, High Fitness, etc.

-July 1: Color Fun Run in Paris City, ID followed by opening the Splash Pad at the Community Park with bouncy houses & food vendors

-4th of July Celebration in Paris, ID includes a parade on Main Street at 1:00pm and Fireworks at Montpelier

**26. Parent Committee Meeting Report – Policy Council Representatives**

For the summer, we are not holding Parent Committee Meetings but we have a big event coming up at the beginning of the year. More information will be coming. The Conscious Discipline Lending Library is available, as it is all year. Reach out to your advocates for more information.

**27. Calendar Review – Kristie Curtis**

-July 3-4: All Staff Off for Independence Day  
-July 18: Budget Committee Meeting at 10am (Policy Council Treasurer to attend)  
-July 20: Policy Council Meeting at 7:00pm  
-July 24: All Staff Off for Pioneer Day, but some will be working at recruitment events  
Please encourage all parents to spread the word about Head Start and help recruit new children and families for next service year.

**28. Vote to adjourn the June 15, 2023 Policy Council Meeting – David Stone**

With no other business to conduct, the June 15, 2023 Policy Council Meeting was adjourned at 8:25pm.

**Motion to adjourn the June 15, 2023 Policy Council Meeting**

**Motion: Anna Herrera**

**Seconded: Amy Gyllenskog**

**Approved: Yes**