



Policy Council Report

May 31, 2023 Interim Policy Council Meeting Report

1. The hire request of Makayla Swenson for Health Assistant was approved.
2. The hire request of Cidney Anderson for PHS Logan Extended Day Teacher Assistant was approved.
3. The transfer request of Terrah Smith from Fiscal Coordinator to Administrative Assistant was approved.
4. The transfer request of Symphony Correia from Fiscal Specialist to Fiscal Coordinator was approved.

*If you would like to view the full meeting minutes, go to www.brheadstart.org > About Us > Agency Information > Policy Council Reports & Meeting Minutes Archive > Policy Council Reports & Meeting Minutes September 2022 to August 2023



Policy Council Report

June 15, 2023 Policy Council Meeting Report

1. The hire request of Nicole Nelson as a Family Educator was approved.
2. The transfer request of Mendi DeSimone from Social Emotional Coach to PHS Part Day Logan Teacher was approved.
3. The transfer request of Abby Lindberg Cloward from EHS Infant/Toddler Teacher to PHS Extended Day Logan Teacher was approved.
4. The transfer request of Danielle Pike from PHS Logan Teacher Assistant (Paid Internship Position) to PHS Extended Day Logan Teacher was approved.
5. The transfer request of Amber Skinner from PHS Logan Teacher Assistant to PHS Hyrum Classroom Assistant was approved.
6. The transfer request of Rachel Coscia from Disability Aide to Social Emotional Coach was approved.
7. The transfer request of Kimberly Sorensen from Child Development Assistant to PHS Extended Day Smithfield Teacher was approved.
8. The transfer request of Alma Rivera from EHS Pond Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher was approved.
9. The following Bear River Head Start Health Policies and Procedures were approved:
 - PHS/EHS Exclusion Policy
 - Infection Control Policy
 - Immunization Policy/Procedure
 - Emergency Plan
 - Health & Safety Observation Checklist
10. The Year End Homebased Child Development Outcomes were approved.
11. The Year End Centerbased Child Development Outcomes were approved.
12. The Year End Family Development Outcomes were approved.
13. The Bear River Head Start Child Abuse & Neglect Policy was approved.
14. The Policy Council Composition was approved.
15. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
16. The May 18, 2023 Policy Council Meeting Minutes were approved.
17. The May 31, 2023 Interim Policy Council Meeting Minutes were approved.
18. Timothy Moore was elected as the 2022-2023 Policy Council Secretary for the remainder of the year.
19. Mental Health Team updates were given.
20. Program Performance Report:
 - Every month a Program Performance Report is shared to let Policy Council know how all program areas are performing.

- Transfers that are only location or status changes will still be shared with Policy Council but as part of the Program Performance Report. These transfers do not affect staff job descriptions. This is to make Policy Council meetings more efficient and reduce the need for Interim Meetings.

21. Budget Committee/Fiscal Report:

- The 2023-2024 Fiscal Year is 33% complete as of May 31.
- The Change of Scope Narrative was submitted to the Regional Office.
- We are in final preparations for implementing our Online Payroll System, Gusto, with the first pay day being July 12.
- The annual Fiscal Audit has been moved to July 10-12.
- Reports SF425, SF428 and Final Program Progress reports were prepared and submitted.
- The Critical Fiscal Issues Procedure and Random Timecard Audit Procedures were created last year as part of a Corrective Action Plan to address past concerns with time cards. As they are procedures and not policies, they are not required to be brought to Policy Council for review and approval. They are still being used. No changes were made to either procedure. The process for time card audits once Gusto is implemented was discussed.

22. Director's Report:

- We are in process of writing our base grant, Program Improvement Report, Community Assessment, PIR, etc. during the summer to prepare for next service year.
- Policy Council and Board membership were discussed.

23. Board Report:

- Brooks Bodily was approved as the new Board Member with a background and expertise in financial management and accounting. Andy Hernandez was the person filling this position on Board but is now our Fiscal Officer.
- They approved the Policy Council Bylaws and Composition, the Change of Scope Narrative and an amendment to the lease agreement for Logan Pointe Suite 120, which is one of the suites for the Pond center.
- They received the same reports and updates as Policy Council.
- The Fiscal Office reorganization was discussed. The Fiscal Office staff operate under the license of a Certified Public Accountant. We subcontract with Andy Hernandez of Jones-Simkins.

24. Policy Council Concerns & Other Discussion Items:

- No items were brought up for discussion.

25. Community Report:

- Autoliv in Tremonton: Free STEM activities every Wednesday
- 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 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:

- The Conscious Discipline Lending Library is available. Contact your family advocate for more information.
- Parent Committee Meetings are not being held for the summer but a big event will be coming up soon. More information to come.

27. Calendar Review:

- 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.

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