

BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Meeting Minutes

Date: Thursday, July 20, 2023	Start Time: 7:00PM End Time: 7:34PM	Location: Dialpad Meetings: 1-888-602-7505	
2022-2023 Policy Council Members' Attendance		YES	NO
David Stone* (Vice Chair)	Brigham Representative		E
Laura Bernsdorff*	Brigham Alternate		E
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		E
Timothy Moore* (Secretary)	Richmond Representative		E
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		E
Michelle Farfan	Nest/Koop Representative		X
	Nest/Koop Alternate		
Cameron Miller*	Fishpond Representative	X	
Joanna Morgan*	Fishpond Alternate		E
Brooks Bodily	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: 9	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 2
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 (Program Director), Kristie Curtis (Family Services Coordinator), Symphony Correia (Fiscal Coordinator), Steph Wood (Centerbased Coordinator)	

1. Vote to approve the hire request of Camille Johnson as the PHS Smithfield Teacher Assistant – Steph Wood

Camille has about a year and half experience working with children ages 3-5.

Motion to approve the hire request of Camille Johnson as the PHS Smithfield Teacher Assistant

Motion: Traci Godfrey

Seconded: Carlos Calbimonte

Approved: Yes

2. Vote to approve the June 15, 2023 Policy Council Meeting Minutes – Stacey Clark

No questions were asked or changes made to the June 15, 2023 Policy Council Meeting Minutes.

Motion to approve the June 15, 2023 Policy Council Meeting Minutes

Motion: Traci Godfrey

Seconded: Brooks Bodily

Approved: Yes

3. Vote to approve the July 10, 2023 Interim Policy Council Meeting Minutes – Stacey Clark

No questions were asked or changes made to the July 10, 2023 Interim Policy Council Meeting Minutes.

Motion to approve the July 10, 2023 Interim Policy Council Meeting Minutes

Motion: Brooks Bodily

Seconded: Amy Gyllenskog

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

No questions were asked or discussion held regarding this agenda item.

Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed

Motion: Amy Gyllenskog

Seconded: Brooks Bodily

Approved: Yes

5. Budget Committee/Fiscal Report – Melanie Wells/Symphony Correia

Budget Committee Meeting was not held this month. Job Descriptions were updated in June and will be sent to Policy Council and Board for approval in August. We closed our TANF Grant that ended 6/30/2023 and renewed our TANF contract with Idaho Head Start Association for the 2023-2024 school year to serve 13 children in Idaho in the amount of \$147,524 which is great because it reflects an increased amount of funding per child. We began working on budgets for the 2024-2025 Head Start continuation grant application. We are still in process of implementing Gusto as our new payroll, onboarding and human resources system. We had our first pay day with them on July 12. Since then, we have not had any staff enter time or use the app or Gusto's website until we are able to work out some kinks. We began our annual price comparisons and continued the annual renewal of our CACFP programs in Utah and Idaho including our budgets and contracts. We had our Audit on July 10-12 which went pretty well. We began working on Fiscal Workplans, the Program Improvement Report and the Program Information Report (PIR). We also received our COLA and Quality Improvement Funds and are waiting to disperse those until we have everything settled with Gusto. We got a notice to remove our COVID-19 vaccine and testing requirements which was also very nice. We submitted Final Program Progress Reports for HE Grants that ended on March 31.

6. Director's Report – Sarah Thurgood

We are working on program reports during the summer including the PIR, Program Improvement Report and the baseline grant which involves quite a writing process. These will all

come to Board and Policy Council for review and approval sometime in August or September. We had our audit a couple weeks ago and it went really well. We had never met the two auditors that were here this time. They were great and on top of it. We are just moving through the summer and getting ready to start providing services again this next month. We are still accepting children. If you know of anyone that would like to apply and hasn't, feel free to encourage them to. Some of our classrooms are getting full and some still have openings.

7. Board Report – Brooks Bodily

Brooks is the new Board Member. Board met on June 27. They approved all of the policies that were presented that night including the Child Abuse and Neglect Policy, Board's May Meeting Minutes, the Family Development Outcomes, Centerbased Child Development Outcomes and Homebased Child Development Outcomes. We discussed the audit that was upcoming. That was good to hear it went well. Thanks to Andy and Symphony for your time and involvement in that. Board will not have a meeting in July. Their next meeting is scheduled for August 22.

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

A Policy Council member has a baby that is going to turn two soon and has been on the waiting list for Homebased. They asked if Homebased is different from Centerbased. Homebased services involve a Family Educator that comes to the home once a week. They work with the parents who are the teachers of their child. They bring resources and activities to help you become the best parent you can be. They also have socializations once a month so parents can be around other parents who have children of similar ages. When does your child turn two? He will turn two on September 30. He would still be in the age range of Early Head Start Homebased. Which county do you live in? Cache. We will get with you after the call to get your name and phone number to make sure you are taken care of because we should still have some slots available in the Homebased program in your area.

9. Community Report – Policy Council Representatives

- Every Saturday: free events through the Jump Utah Program at museums, parks, swimming pools, etc. all held in the Ogden, Utah area.
- July 21: Hay Days in Tremonton
- Saturday, July 22: Mendon Pioneer Days with a parade at 11:00am. There will be activities, games, food trucks, etc. at the park and town square throughout the day and fireworks that night.
- July 27-29 & 31: Montpelier Theater will be showing the film 'Sound of Freedom', an informational and helpful documentary about child trafficking.

10. Parent Committee Meeting Report – Policy Council Representatives

During the summer months we do not hold Parent Committee Meetings. We have the lending library available with a bunch of Conscious Discipline videos, books and resources. If interested in that, talk with your advocate and they can help you check items out.

11. Calendar Review – Kristie Curtis

- July 24: all staff off
- July 31: Screenings for the following Extended-Day Classes: Explore, Hyrum, Wonder, Soar, Imagine, Smithfield
- August 1: Screenings for the following Extended-Day Classes: Colts, Goslings, Cubs
- August 15: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
- August 17: Policy Council Meeting at 7:00pm
- August 22: Board Meeting at 5:00pm (Policy Council Chair to attend)

-August 28: Screenings for the following Part-Day Classes: Adventure, Create, Discover, Dream, Inspire, Preston AM & PM, Richmond
-August 29: Screenings for the following Part-Day Classes: Tremonton, Joeys, Malad, Paris
We have a new part-day class in Tremonton that we are trying to fill. Spread the word about that. That would be really helpful.
Information about the Family Place and some upcoming workshops they provide is included in the Policy Council Packet and with the calendar on the Bear River Head Start Website.

12. Vote to adjourn the July 20, 2023 Policy Council Meeting – Stacey Clark

With no other business to conduct, the July 20, 2023 Policy Council Meeting was adjourned at 7:34pm.

Motion to adjourn the July 20, 2023 Policy Council Meeting

Motion: Brooks Bodily	Seconded: Traci Godfrey	Approved: Yes
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