

Chairperson Signature Stacey ClarkDate 11-20-2023

BEAR RIVER HEAD START POLICY COUNCIL 2022-2023 Meeting Minutes

Date: Thursday, October 19, 2023	Start Time: 7:00PM End Time: 8:23PM	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
	Hyrum Representative			
Latai Kofoa*	Hyrum Alternate			X
Zhansaya Abdikairan*	Smithfield Representative			X
Kassandra Cole*	Smithfield Alternate			X
Timothy Moore* (Secretary)	Richmond Representative	X		
Traci Godfrey*	Richmond Alternate			X
Stacey Clark* (Chair & Idaho HSAC)	Malad Representative	X		
	Malad Alternate			
Whitney Miles*	Paris Representative	X		
Brittan Johnson*	Paris Alternate			E
Kristin Fellows*	Preston Representative	X		
Samantha Ryder*	Preston Alternate	X		
	Nest/Koop Representative			
	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
2023-2024 Policy Council Members' Attendance			YES	NO
Rachel Ekman*	Brigham Representative	X		
	Brigham Alternate			
Anna Sherman*	Tremonton Representative	X		
Jessica Flinn*	Tremonton Alternate	X		
Amy Gyllenskog*	Hyde Park Representative	Marked above		
Alexander Quinn*	Hyde Park Alternate	X		
Tasneem Mussaji*	Logan Representative	X		
Ashley Davis *	Logan Alternate	X		
	Hyrum Representative			
	Hyrum Alternate			

	Smithfield Representative		
	Smithfield Alternate		
	Richmond Representative		
	Richmond Alternate		
Stacey Clark*	Malad Representative	Marked above	
Karli Leonardi	Malad Alternate	X	
Brittan Johnson	Paris Representative	Marked above	
Whitney Miles*	Paris Alternate	Marked above	
Kristin Fellows	Preston Representative	Marked above	
	Preston Alternate		
Festus Odunuga*	Nest/Koop Representative	X	
Juliane Checketts	Nest/Koop Alternate		E
	Fishpond Representative		
Kila (Gifford) Carey	Fishpond Alternate	X	
	Board Representative		
	Community Representative		
	Community Representative		

***Trained Policy Council Members**

Members needed for a Quorum: 7	
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): 11
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), Steph Wood (Centerbased Coordinator), ReNae Torbenson (Homebased Coordinator), Cassie Peterson (Child Development Manager & Facilities Coordinator), Cherie Pierce (Health & Wellness Administrator)	

1. Welcome the new 2023-2024 Policy Council Members – Kristie Curtis & Terrah Smith
<p>Terrah Smith is the Administrative Assistant and makes sure the Policy Council Meetings run smoothly. She is the person who will get you all of the information you need to review before the meetings. She will send out reminders, set up the meetings, etc. Throughout tonight’s meeting, Terrah will be jumping in to give some training for our new Policy Council Members as they are observing the meeting tonight. It is our Policy Council Members from last year that are in charge of running this meeting. Tonight is their final meeting as a group. Our newly elected Policy Council Members will take over for the November Meeting.</p> <p>We need a quorum before we can start each Policy Council Meeting, which you saw tonight. This is especially important for being able to vote on agenda items. To have a quorum we must have at least 51% of our elected voting members present on the call. We won’t start the meeting until we have a quorum. It’s important for everyone to join the meeting as soon as they can and to stay for the meeting so we can vote on the items necessary. We encourage all elected Policy Council Members to attend each meeting and ask questions, make comments and participate. Participation helps everyone fully understand the items being voted on for approval during the meeting and what’s going on in the program. Feel free to ask any questions that come up. Each area gets one vote for each item. For the areas that have both a representative and alternate elected, usually it is the representative that votes. If the representative for your area is not</p>

present on the call, it will be the alternate that will vote. Terrah will announce the voters at the beginning of the meeting, like she did tonight, so everyone is clear if they are a voter or not. We'll talk about the voting process as we get going and you'll see it happen as Stacey conducts the meeting. She is our current Chairperson so she is conducting the meeting tonight. She'll announce each item on the agenda and turn it over to the person that needs to share information on that item. After discussion occurs, she'll conduct the voting. You just barely heard introductions of staff that want to be hired or transferred. During that process, as you heard, Policy Council Members can ask questions about the person's experience, education or something they saw in their packet of information, etc. Now we are going to go ahead and do the voting for these staff. Before we can vote, those people have to leave the call and you heard Stacey ask them do so. There are names on the agenda next to those hires and transfers. They are the Coordinators, or upper management staff, over each position. While we are going through the voting process for the hires and transfers, they are available on the call so Policy Council can ask them questions as well, if they have any. Remember our new Policy Council Members are observing tonight and it's the Policy Council Members from this last service year who will participate and do the voting. This is a good meeting for the new members to observe. We're glad that a bunch of you could join the call tonight!

Thank you! Serving on Policy Council is a big help to our program. It helps benefit your children in such a great way. We're grateful also for our Community Representatives. If you are having trouble completing the Policy Council LMS training or you want more in-person training, Kristie Curtis can offer that to you. Just reach out to her and she can set up a time to go over that with you. Welcome!

2. Vote to approve the hire request of Heidi Buhler as PHS Teacher Assistant (Paid Internship Position) – Steph Wood

Heidi is 23 and a junior at Utah State University right now. She is studying Human Development and Family Studies with an emphasis in Child Development. All of her work experience has been in child cares. Heidi started her first child care job at 17 where she worked with two year olds and preschoolers as well as some of the school aged children where she planned lessons and provided them with care. At a different child care, Bennion Learning Center in Taylorsville, she worked with two year olds where she was mainly in charge of potty training and planning the lessons. Heidi worked at another child care in Logan with two year olds and performed the same duties. She went back to Bennion Learning Center for the summer and was in the toddler room where she was able to learn more about one year olds and how to best help them. Heidi was a nanny in New Jersey over some of the summer as well where she took care of a seven year old and a ten year old and was in charge of them and helping them learn. Her goal in the future is to have her own preschool and own her own business. She is excited to learn more about that. Policy Council inquired how Heidi would handle a very upset child. In her experience in her child care jobs, she would usually go to them and address the situation. She would determine if it was best to give them some space and let them feel their feelings on their own and then address them later or if she should help them by giving them comfort or helping them solve their problem and then go from there. Policy Council clarified that it is safe to say she is proactive. Yes.

Motion to approve the hire request of Heidi Buhler as PHS Teacher Assistant (Paid Internship Position)

Motion: Melanie Wells	Seconded: Anna Herrera	Approved: Yes
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3. Vote to approve the transfer request of Debbie Zilles from Payroll Specialist to Fiscal Office Manager – Sarah Thurgood

Debbie has been working at Bear River Head Start since May. She was hired as a Fiscal

Assistant. Prior to that she retired from Logan City in March of this past year. Debbie loved retirement for about six weeks and then realized she needed to work. She has 33 years in the Utah Retirement System, all of those working in city government. For roughly 19 of those years, she worked as an Administrative Assistant so she has a lot office managerial experience. When Debbie worked for Logan City in the Community Development Department, she oversaw the Building Division's secretary and coordinated the two front desk receptionists of the city. Her last few years as the Administrative Assistant for the Police Department she oversaw the two divisions' secretaries, the Investigation and Patrol secretaries and their Records Divisions. This entailed scheduling, making sure everything was covered, 90 day reviews and any problems that came up. Debbie loves working for Bear River Head Start. We've got a great fiscal department.

Motion to approve the transfer request of Debbie Zilles from Payroll Specialist to Fiscal Office Manager

Motion: Anna Herrera	Seconded: Brooks Bodily	Approved: Yes
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4. Vote to approve the transfer request of Vicki Seigfried from On-Call Teacher to EHS Nest/Koop Infant/Toddler Teacher – Steph Wood

Vicki has been with Bear River Head Start since June of 2022. She started in Brigham City as the Head Teacher in the Colts classroom. Her family moved to Hyrum and she transferred to Logan to the Create classroom. Vicki had quite the variety last year with the two different classes she was in charge of. She had a lot of fun experiences and saw a lot of different things. Vicki transferred to On-Call Sub but has decided she would like to try working with some of the younger kids now. She would like to transfer to the EHS position in the threes' classroom at the Nest/Koop building. She's excited and is looking forward to working with some different age groups and seeing how that goes. Vicki graduated in 2009 from Arizona State University as she's from Arizona. She worked for Head Start two years full time in Maricopa County Head Start and off and on as a substitute teacher ever since then over the years until she moved to Utah and started working here last year. She really enjoys working with kids and seeing them learn and grow. Vicki is looking forward to working with the younger age group too. It will be something fun and different for her.

You just witnessed three votes that were done. We follow Robert's Rules of Order for our voting process. For the voters at each meeting, this means you can put forth your name to first or second a motion. When the Policy Council Chair asks for someone to first the motion, if you're in favor of approving that item, you would state your name. The Chair will ask for a second and another voter will state their name if they are also in favor of approving that item. When the Policy Council Chair, or the person conducting the meeting, asks "All in favor?" everyone who is a voter will respond, "Aye" if they are in favor of approving that item. Even those that made a first or second to the motion will say "Aye". When asked, "Any opposed?" you can respond "Aye" if opposed to that item. Again, we ask for good participation from everyone to ensure that we have good representation from our quorum. For those that are voting, we ask for all to participate. As you can see, Stacey is going down the agenda. She will state each item on the agenda and the person's name listed next to each item is the person who will share some information about it. That is how the process will work throughout the meeting. Like was mentioned, Policy Council Members are more than welcome to ask questions about anything being discussed, policies, documents, etc. If there's something that you aren't sure what it means or how it's used in the program or what it is, feel free to ask questions.

Motion to approve the transfer request of Vicki Seigfried from On-Call Teacher to EHS Nest/Koop Infant/Toddler Teacher

Motion: Anna Herrera	Seconded: Whitney Miles	Approved: Yes
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5. Vote to approve the Learning Management System (LMS) Training Policy – Terrah Smith

Bear River Head Start uses an online Learning Management System, or LMS, to train our staff, Policy Council and Board Members. We use the LMS to provide a comprehensive training as well as for consistency in our training. Staff must review the Employee Pre-Service module as new hires and annually. Policy Council Members review the Policy Council module, or receive an individualized training depending on what works best for them, each year they are elected to Policy Council. Board Members review the Board module prior to being seated on the Board. The LMS also serves as a resource that is available for staff, Policy Council Members and Board Members at any time. If you have any questions about program operations or want to review program documents, that information is available to you on the LMS. Modules are reviewed and updated at a minimum annually but are typically updated more often than that as recently approved policies are uploaded. Since this policy was approved last November, there have been no changes to it.

Motion to approve the Learning Management System (LMS) Training Policy

Motion: Amy Gyllenskog

Seconded: Anna Herrera

Approved: Yes

6. Vote to approve the Bear River Head Start Program Data Protection Policies – Sarah Thurgood

We have some policies for how we keep different kinds of data confidential in the program. In the past, we would approve each one of these policies individually. Because they share similarities in the care we take regarding this type of information and making sure we maintain confidentiality always at the top level we can possibly do so, we put these three policies together as one regarding confidentiality of company affairs, information and data. Regardless of Performance Standard requirement that we make sure to maintain confidentiality, we would do so anyway.

While conducting the voting process for this policy, the Policy Council Chairperson inquired what needs to be done if someone is opposed to approving an item. If someone is opposed, we would get a count of those in favor of approving the policy and those opposed and the majority would rule. If there are any questions regarding a policy or concerns, we can address those and explain the policy further. No one on Policy Council was opposed to approving this policy. The Policy Council Secretary clarified that he needed the names of who provided the first and second motions to record for our meeting minutes and did not say “nay.”

Motion to approve the Bear River Head Start Program Data Protection Policies

Motion: Anna Herrera

Seconded: Brooks Bodily

Approved: Yes

7. Vote to approve the Report to Public – Sarah Thurgood

Sarah will review this item tonight. ReNae Torbenson did a lot of work on this report and is a fabulous writer. She has written the Report to the Public in the past and does a fabulous job. This report is separate from the Community Assessment. Every year we must complete a report that goes to the community. It tells about the program, our data, our funding. The purpose of this report is to help people in the community understand the program and what we do. As we turn in our grant application each year in October, which will be voted on for approval tonight, one of the documents that is required to go with it is this Report to the Public. There is also a section that Andy Hernandez, our Fiscal Officer who is a CPA (Certified Public Accountant), completed for the Fiscal portion which reviews our funding and the financial part of our program operations. This is being brought to Policy Council for their approval. If it is approved, it will be submitted with our grant application. We will also post it on our website so that members of the community, parents, anyone who is interested can take a look at it and understand what our

program is about. We also have an annual independent audit that occurs every year. The company that completed our audit this year is Rudd & Company. They came and reviewed everything and completed the internal financial audit. Last month they brought the Audit Report and presented it to the Board. Part of the responsibilities of Board Members is to be financially and legally responsible for the operations of the program. Normally items go to Policy Council for approval first and then Board, but the audit is one of those things that only goes to Board for approval as it is one of their primary responsibilities. Rudd & Company, who are based out of Rexburg, Idaho, joined last month's Board Meeting by conference call and went over the audit with the Board Members. The minutes regarding the audit from that meeting were emailed to Policy Council so they can be aware what the discussion was and the presentation of it. There were no findings. Everything looks good. They didn't have any concerns, no non-compliances. Board approved the audit in its draft version because that was what was presented to them. Rudd & Company have that draft and are now in process of finalizing it. The process is that they give it a final review and bind it. At this point, there would not be any substantive changes made to it. They are required by law to disclose any changes made to the Audit Report after it is presented to Board. The Board member who is a CPA and is on the Policy Council call tonight, Brooks Bodily, confirmed that this explanation of the audit review process from draft to the final version is correct. We do not have the final report tonight. Hopefully we will have it for the Board meeting next week. We will attach a copy of the Final Audit Report to the Report to the Public as a requirement to be included with it. We must include the financial portion about the funding and how we spend those funds and a copy of the most recent audit in the Report to the Public. The timing of the completion of the audit and bringing the Report to the Public to Policy Council for approval overlap this year. We are bringing this information as an FYI so Policy Council has information about the audit and what it's about. As soon as we receive the Final Audit Report at it is approved by Board at their meeting next week, we will attach it to the grant with the Report to the Public and submit it. We will send a copy of the Final Audit Report to Policy Council in your packet for your review next month for your information. Typically we send a copy of the Final Audit Report to Policy Council as information only the month following Board's approval.

Motion to approve the Report to the Public

Motion: Brooks Bodily

Seconded: Melanie Wells

Approved: Yes

8. Vote to approve the Community Assessment – Sarah Thurgood

The Community Assessment is different from the Report to the Public. For the Community Assessment we include all the data we can possibly find about each county in our service area. We have everything in it, the population, housing, demographics, etc. We are required to complete the Community Assessment once every five years for our Baseline Grant and this is the baseline year. That is why all of the program documents are more extensive this year. We will update the Community Assessment annually over the five year grant cycle, so four more times, and then start the process again. We use it to help guide program decisions, including where we provide services, and to be aware of things that are changing that we should know about. There is a lot of data included in the Community Assessment. The main thing we are looking for is underserved areas, pockets in our service area that don't have services. We need to look into that and see what we can do to bridge that gap. We use the Community Assessment to guide the goals we've got for the future. It is similar to an encyclopedia of information that we use to see what is happening in all of our service areas. As you can see in the report, it's got the main challenges that we are identifying where we can address the underserved needs and what the plan is to do so. The highest priorities bubble to the top. We also look at our strengths to see how we can meet these needs in the community. This report will be included with the grant when it is submitted. Next year this document will not be so extensive. Policy Council noticed there isn't anything listed for Bear Lake County in the salary

and wage section. Is there a reason for that? Some of our counties do not have that information available because their population and wages fluctuate. During the tourist season, the population grows and the wages may even change. Businesses may need to compete to hire seasonal workers including those that are in the tourism industry. Wages may change depending on what they have to pay to get workers. They are not always set or consistent. Many of those people will leave during the off-season and because it is hyper-inflated during the tourist season, during the off season wages change. All of the tourist industry is gone and now it is just the population that lives there year round. The wages of the people who live there year round with consistent jobs will be different. The wages for those kinds of jobs may be more consistent but also lower. Some of these counties do not post wages because it is irregularly affected by the tourist season. Policy Council stated that makes sense and information like this is stated for Rich County in the report, just not Bear Lake County. Policy Council also asked about homelessness and housing issues. The Community Assessment talks a lot about Cache Valley growing rapidly. Bear Lake has that issue in the summer when all of the long-term rentals turn into short-term rentals. People are really only guaranteed housing for a rental from September through April and then lose housing for the summer. Policy Council stated they weren't sure if that was an important enough point to include in the homelessness section of the Community Assessment as well. It is. For these tourism areas, the data isn't solid to be able to quote it in a report. As we move forward, that does not seem like it is something that will change and that may be something that we update annually. At any time, people can legally fall into the homelessness definition under the McKinney Vento Act. Homelessness is defined as not having regular housing or multiple families living in the same dwelling. According to our ERSEA enrollment criteria and requirements, how would losing housing due to tourists coming into the area affect being considered homeless and the ERSEA qualifications? We have an enrollment application that is completed with each family. Especially when you are qualifying and applying, we really look at those homeless guidelines which include inadequate housing where it is not sufficient or doesn't meet your family's needs. Those are things that we consider. As was mentioned, we follow the McKinney Vento Act. Let families in your communities know that if they fall into this situation to share that information with us because that family would automatically be eligible for enrollment. If any circumstances change for your housing situation, you can let your Family Advocate know.

Motion to approve the Community Assessment

Motion: Brooks Bodily

Seconded: Anna Herrera

Approved: Yes

9. Vote to approve the HS/EHS (08CH010808) continuation grant application in the amount of \$8,876,281 for the 2024 - 2025 grant year consisting of \$5,347,156 to serve 327 Head Start funded children in center-based option in Utah and Idaho and \$3,529,125 to serve 171 Early Head Start funded children in center-based and home-based options Utah and Idaho. This is for funding for year one of a five year grant cycle – Sarah Thurgood

This is the application for the Baseline Grant. Terrah, the Administrative Assistant helped organize the pieces of the grant application this year. We turn the grant application in three months ahead of our grant year end, which is January 31. Once approved, it takes effect February 1. It is approved by the Regional Office and then goes into our Office of Head Start system. They review the grants closely. They do not automatically fund us. This grant application is the big one because it's the baseline. Every year after this won't be as extensive. We will just write what we are doing that is different and changes we've made. If there are goal changes, etc. we will indicate and document that for the next five years. This grant reviews how we do things and how we ensure that services are happening. The dollar amounts are written there on the agenda. After it is approved by Policy Council, we will take it to Board next week.

After they approve it, we will then submit it through our HSES system.		
Motion to approve the HS/EHS (08CH010808) continuation grant application in the amount of \$8,876,281 for the 2024 - 2025 grant year consisting of \$5,347,156 to serve 327 Head Start funded children in center-based option in Utah and Idaho and \$3,529,125 to serve 171 Early Head Start funded children in center-based and home-based options Utah and Idaho. This is for funding for year one of a five year grant cycle		
Motion: Amy Gyllenskog	Seconded: Anna Herrera	Approved: Yes

10. Vote to approve the September 21, 2023 Policy Council Meeting Minutes – Stacey Clark		
<p>Every month after the Policy Council Meetings, the Administrative Assistant types up the minutes which are a record of what happens during each Policy Council Meeting. The minutes are sent out in the packet of information for each meeting. As you read over them, if you see anything that might need to be changed or have questions about anything in the minutes, you can bring those questions or items for discussion to the meeting. By voting to approve the minutes, you are stating that the record of the meeting is correct as far as you know it. This month is October and Policy Council is voting to approve the minutes from September. That is how it will continue to work as we move forward. Next month Policy Council will vote to approve the minutes from this meeting.</p> <p>No questions were asked or changes made to the September 21, 2023 Policy Council Meeting Minutes.</p>		
Motion to approve the September 21, 2023 Policy Council Meeting Minutes		
Motion: Brooks Bodily	Seconded: Melanie Wells	Approved: Yes

11. Vote to approve the September 29, 2023 Interim Policy Council Meeting Minutes – Stacey Clark		
<p>No questions were asked or changes made to the September 29, 2023 Interim Policy Council Meeting Minutes.</p>		
Motion to approve the September 29, 2023 Interim Policy Council Meeting Minutes		
Motion: Brooks Bodily	Seconded: Kristin Fellows	Approved: Yes

12. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Stacey Clark		
<p>Because we cannot move forward with hires or transfers starting in their new positions without Policy Council approval, sometimes we have to hold extra meetings and those meetings are called interim meetings because they fall in the interim between the regular monthly Policy Council Meetings. Some months we do not need to hold an interim meeting and other months we do so someone can get started in their new position. This item is going to be on the agenda every month to vote on for approval. It is getting your consent ahead of time to hold extra meetings if we need to.</p> <p>Because we are in between the Policy Council Members from last year finishing up and the new Policy Council Members taking over meetings, if the need arises between now and the scheduled November Meeting to hold an interim meeting, it will be last year's Policy Council Members that will run that meeting. The regularly scheduled November Meeting is scheduled for November 16 which is the date that the new Policy Council will take over.</p>		
Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed		
Motion: Melanie Wells	Seconded: Whitney Miles	Approved: Yes

13. Active Supervision Assessment Updates – Steph Wood

Steph Wood is the Centerbased Coordinator. We have finished conducting our Needs Analysis Risk Assessments for each Preschool Head Start and Early Head Start classroom. We have also done our Health and Safety Facility checks for each of our classrooms and facilities. We do this to identify any concerns or needs that may arise with those classrooms or facilities. We promptly get any identified needs taken care of. The Managers work with the teachers to address any concerns or issues they may have. Once these assessments are completed, they go into a sub folder within each classroom so that anyone coming into the classroom that is a sub or stepping in to help the teachers are immediately aware of any concerns they may need to know about. Individual support is given if we see any active supervision need identified. Support comes from the Centerbased Coordinator, Centerbased Managers, Health & Wellness Administrator and Specialists, Mental Health Team, Education and Training Manager and Mentor Coaches. We use all of this information and data so we are consistently improving our program, ensuring that we are in compliance and have greater implementation of active supervision.

14. Program Performance Report – Sarah Thurgood

We do not have anything that we didn't meet our deadline or are out of compliance on. Everything is looking really good. We just got done with our 45 day deadline for health requirements and got everything in. Everyone was really excited. We've got great staff. Kudos to everyone!

15. Budget Committee/Fiscal Report – Sarah Thurgood

Budget Meeting was pretty simple this month. We talked about where we are on our budgets and with the audit process. We discussed benefits renewals and they are a little tricky this year. Our insurance provider is trying to increase our premiums by 21%. We had a lot of discussion regarding what our choices are and what we want to do. We do not have a lot of staff that use our insurance but, for those that do, having good benefits and insurance is really important to them. Even though we do not have a lot of staff that use it, we want to keep providing that as a benefit and to keep it affordable. We are looking into ways for staff to still have good benefits that isn't too big of a drain on the program. Ilise Anderson, our Fiscal Consultant, is going to negotiate with our benefit providers. She has a lot of knowledge regarding our insurance benefits. We'll see what we can do to keep it. Since our pay rates aren't as high as we'd like, we feel like having good benefits is one way we can attract and retain good staff. We haven't made a decision yet but will keep the insurance carrier and try to not pass any additional costs onto our employees if we can help it.

16. Director's Report – Sarah Thurgood

These items were addressed during other agenda items throughout the meeting. Nothing further to discuss. Thank you so much to the 2022-2023 Policy Council Members for volunteering and taking the time to serve on Policy Council. We appreciate you all so much. We understand that you're all so busy but want you all to know that we truly, truly appreciate you. Policy Council stated they appreciate Sarah as well.

17. Board Report – Brooks Bodily

The main item Board discussed last month was the Annual Audit Report done by Rudd & Company. The verbiage used in the report is that there was an unqualified opinion which means there weren't any findings, which is what we want to hear. Andy did a really good job helping prepare the financial statements this year rather than having the auditors do so. Board reviewed, voted on and approved the goals that were set by various departments. They

reviewed the Fiscal Report prepared by Andy Hernandez and received Fiscal & Grant Trainings. Board discussed the Program Performance Report and received the Budget Committee Report. They were also updated on the last Policy Council Meeting held and what was discussed there. They discussed meeting locations and recommendations for Board Members. Board is trying to meet more in person, if at all possible, to better coordinate and get to know one another more. Board also approved the previous month's Board Meeting Minutes. Brooks asked if there were any questions to bring to Board for their next meeting. No questions were asked.

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

One Policy Council Member expressed that her daughter goes to the Preston Center and has bad allergies. Going outside a lot gives her a really bad cough. Even when the weather is poor, sometimes the children still go outside. Sometimes when it's been raining if there's no thunder, they go outside or if it's snowing, they take them outside if not below 0 degrees Fahrenheit. The teachers have told this parent that she can go in and be with her daughter while the others go out but that is a lot for this parent since she has a newborn. Can the other teacher, who teaches the morning class and is still there, be with the children that cannot go out due to certain weather? The Performance Standards state that the kids do have to go outside for a prescribed amount of time. We do have weather restrictions but they are quite lenient. If we are still able to take the kids out, even when it's cold, we need to for the fresh air. The issue with having the one teacher come over is that we always need to have two staff members with the kids. It wouldn't be enough to just have that one teacher with the kids, even one child. We do not have enough staff to have two adults inside with the kids while the others are out. That is why we ask, if a child doesn't want to go outside, if their parent can come and be with their child and help that way. It gets difficult when we have one or two kids that can't go outside. We would have to have an entire other set of staff to be with the children that cannot go out. We can talk more after this meeting and work with the teachers. In Performance Standards, even if you're a teacher, no adult can be left alone with the kids. You always have to have two teachers there. The one teacher that is inside, would not meet the Performance Standard requirements for our ratio. Policy Council understands the concern with not allowing one adult to be alone with the kids. Policy Council asked for clarity on kids having to go outside when they are only there for four hours. It is a Performance Standard requirement for health for classroom Centerbased kids. This has always been a requirement. Being outside is good for the kids to go out and get fresh air and be in the sun. When it's cold we need to bundle them up and it takes time but it is a requirement. The Performance Standards are online for parents to look at. The Centerbased Coordinator was asked to share those specific Performance Standards with this parent. She can get them the weather restrictions that we follow as well.

Another Policy Council Member had a question regarding the In-kind App. She had some of her transactions returned. This parent goes through and puts down each skill she works on but it seems like there are several in each category that count as the same thing. It put her time way over what it should have been but she just tried to fill it out. There are no indicators that the skills are the same thing or classified as the same for time. It put 28 hours' worth of in-kind for a 24 hour day. Is there anything that can be done to make it clearer when using the app to submit in-kind time? If you have any questions about the In-kindPro app, talk with your Family Advocate or Homebased Educator for those in the Homebased program option. Possibly the concern isn't that the skills are counting for the same thing but the time is being entered multiple times. For example, if you're working with your child on a few different skills for an hour, you can only submit one hour of time. There seems to be some confusion on some of the reports where parents put down one hour of time for each of the skills worked on which would duplicate the time when they really were only working with their child for one hour total. It's fine to list time under all skills worked on, but you need to split the time between them or just put the full amount of time under one skill worked on if that is easier and the skills are similar. We want

submitting in-kind to be easy. Policy Council stated this explanation makes sense. Their family advocate wasn't sure how the time was duplicated either. We can look into the transactions submitted and work with their advocate and the advocate's supervisor to make sure they understand what happened and then they can work with this family.

This is an opportunity for anyone on Policy Council to share feedback, any concerns or positive things you see going on in the Program, or questions you might have. If you do have questions or concerns that you want to discuss, please share those ahead of the meeting. You can email them to Terrah Smith or Kristie Curtis. This will help us have the correct people on the call to be able to answer those questions during the meeting.

19. Community Report – Policy Council Representatives

-September 22-October 28: Cache Valley Straw Maze at 590 N. 200 W. Richmond, UT 84333 open Mondays-Thursdays 4-9pm, Fridays 4-11pm and Saturdays 10am-11pm. Attractions include straw maze, haunted straw maze (Oct. 7, 14, 21, 28), Pumpkin Alley, Swing Ride, Giant Slide, Jump Pad, Play Area, Mechanical Bull, Corn Cannon. See website for pricing: thecachevalleystrawmaze.com

-September 22-October 30: Fall on the Farm Activities at the American West Heritage Center (4025 S. Hwy. 89-91, Wellsville, UT). Corn Maze is Mondays-Thursdays from 5-10pm, Fridays from 4-11pm and Saturdays from 11am-11pm with an \$8 admission (ages 2 and under free). Haunted Hollow is Friday & Saturday Nights the whole month of October from 7:30-10:30pm with a \$10 admission (Recommended for ages 8+). Other attractions include a pumpkin patch, giant lawn games, straw fort, 9 square, spooky train riders, pony rides. A combo pass (\$15 admission) is available and includes the Corn Maze, activities and the Haunted Hollow.

-Every Thursday-Saturday plus the 30th & 31st in October: 10th West Scare House (900 N. 1000 W. Logan, UT). Thursdays and the 30th & 31st from 7:30-9:30pm. Fridays and Saturdays from 7:30-10:30pm. Full Attraction (indoor & outdoor) \$20. Fast Pass (get right into your experience) \$35.

-Month of October: Fall Activities at Little Bear Bottoms (5100 W. US Hwy 89-91, Wellsville, UT). Mondays-Saturdays Corn Maze/Straw Pyramid (Mondays-Thursdays: 5-10pm; Fridays 5-11pm & Saturdays Noon-11pm) and Pumpkin Patch (Mondays-Fridays 3pm-dark & Saturdays Noon-dark). Fridays & Saturdays Redneck Ride of Terror (dark-11pm) and Spooky Barn Ride (7-11pm every ½ hour). See website for pricing: littlebearbottoms.com

-October 19-21, 23-24: Pumpkin Walk at Elkridge Park in North Logan (1150 E. 2500 N. North Logan, UT) from 10am-10pm. You can walk through during the day on Sunday. It's not lit up but is less crowded. This is a free event. A parking and shuttle service is provided. See website for more information: pumpkinwalk.org

-October 21: Bear Lake Monster Mash at the Bear Lake State Park Visitors Center from 2-5pm. This is a free event. They will have activities such as donuts on a string, decorating pumpkins, bobbing for apples, etc.

-October 21: Hospital Spooky Dinner and Carnival at the Oregon Trail Center from 5-8pm. Haunted tours through the Oregon trail center included.

-October 27: Georgetown Elementary School Carnival at 142 Stringtown Rd. Georgetown, ID; anyone invited

-October 28: AJ Elementary School Carnival at 535 Clay St. Montpelier, ID

-October 30: Trunk or Treat for local non-profits put on by Cache Valley Inter-agencies at the Aquatic Center parking lot (451 S. 500 W. Logan) from 5-7pm. We will have a Bear River Head Start booth at this event to recruit families.

-October 31: Downtown Logan Treat Walk from 10am-4pm. Businesses are between 200 N. and 119 S. and 100 W. to 100 E. Just look for the Halloween Treat Walk Poster in their door or Window. We will have a Bear River Head Start booth at this event to recruit families.

This agenda item is for anyone on Policy Council to share information about anything going on

in the communities we serve. They do not have to be free events, but can be anything going on such as activities for kids and families, classes, resources, etc.

20. Parent Committee Meeting Report – Policy Council Representatives

For this agenda item, has anyone had a Parent Committee Meeting this year that they would like to share about? We just had a Parent Committee Meeting in Brigham on the 17th and one at the Hyde Park Center on the 18th. We also had a Spanish speaking Parent Committee Meeting. All had great turn outs. There are a few more upcoming. If you haven't heard, ask your advocate and they should get you a flier and if you can RSVP for those that would be great.

21. Calendar Review – Kristie Curtis

-November 14: Budget Committee Meeting at 10am; the elected Treasurer will attend
-November 16: Next Policy Council Meeting at 7pm via Dialpad Meetings. We will hold our Policy Council Officers Elections during that meeting.
-November 22-24: Holiday Break
-November 28: Board Meeting at 5pm; the elected Chairperson will attend
We also have a calendar on our website, brheadstart.org. It has updated information on it, if you'd like to check it out.

22. Thank the 2022-2023 Policy Council Members for their service to Bear River Head Start – Kristie Curtis & Terrah Smith

We want to tell the 2022-2023 Policy Council Members who have served this past year thank you so much for all you have done. We can't approve things without you, so thank you for getting on the meetings, especially the extra interim meetings. We really appreciate it. Just as a reminder, for all of the 2022-2023 members, this should be your last meeting unless we need to hold an interim meeting before the scheduled November 16, 2023 Meeting. We ask that our currently elected Policy Council Officers attend the November Meeting to help run that meeting and as part of training the newly elected officers. We will elect new officers for the 2023-2024 Policy Council at the November 16, 2023 Meeting.
Thank you so much, 2022-2023 Policy Council. You should have received a google form evaluation to fill out regarding your experience on Policy Council. If you haven't received that, let Kristie Curtis know and she can send it to you. Thank you so much. We greatly appreciate all that you've done for Bear River Head Start.

23. Vote to adjourn the October 19, 2023 Policy Council Meeting – Stacey Clark

With no other business to conduct, the October 19, 2023 Policy Council Meeting was adjourned at 8:23pm.

Motion to adjourn the October 19, 2023 Policy Council Meeting

Motion: Brooks Bodily

Seconded: Whitney Miles

Approved: Yes