

Chairperson Signature Amy GyllenskogDate 01-23-2024

BEAR RIVER HEAD START POLICY COUNCIL 2023-2024 Meeting Minutes

Date: Thursday, December 14, 2023	Start Time: 7:00PM End Time: 7:55PM	Location: Dialpad Meetings: 1-888-602-7505	
2023-2024 Policy Council Members' Attendance		YES	NO
Rachel Ekman*	Brigham Representative		E
	Brigham Alternate		
Anna Sherman*	Tremonton Representative		X
Jessica Flinn*	Tremonton Alternate		E
Amy Gyllenskog* (Chair & Utah HSAC)	Hyde Park Representative	X	
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* (Secretary)	Malad Representative	X	
Karli Leonardi* (Idaho HSAC)	Malad Alternate	X	
Brittan Johnson* (Vice Chair)	Paris Representative	X	
Whitney Miles*	Paris Alternate		X
Kristin Fellows*	Preston Representative		E
	Preston Alternate		
Festus Odunuga*	Nest/Koop Representative	X	
Juliane Checketts*	Nest/Koop Alternate		X
	Fishpond Representative		
Kila (Gifford) Carey*	Fishpond Alternate	X	
Brooks Bodily	Board Representative	X	
Anna Herrera*	Community Representative		X
Justin Nuñez	Community Representative		E

*Trained Policy Council Members

Members needed for a Quorum: 6	
Number of Voting Members who attended the meeting: 7	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 3
Do we have a Quorum? YES	
Meeting Called to Order By: Amy Gyllenskog (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)	

1. Elect the 2023-2024 Policy Council Treasurer – Terrah Smith

Last meeting we weren't able to elect a Treasurer so the election was tabled until tonight. I will review the main duties of the Treasurer and then we will see if someone is willing to put their name forward to fill this position.

For the four main officers of Policy Council, we ask that representatives are elected into these positions. All of the elected officers will remain seated in their position from now until next November when the new Policy Council elects their officers. The officers that are elected this year will attend the November meeting to help train the new incoming officers and Policy Council Members. We expect all Policy Council Officers to follow the Code of Conduct which means being professional and working toward problem solving.

The main duty of the Treasurer is to hold a chair on and attend our monthly Budget Committee Meeting which is held the Tuesday before Policy Council at 10:00am. Typically we ask the Treasurer to call into that meeting. We provide an agenda ahead of time and send an email to remind them of the meeting and provide the phone number to call in. Usually the meetings are short, roughly 10-15 minutes. After attending the Budget Committee Meeting the Treasurer will provide a brief report of what happened at that meeting during Policy Council.

We have some different options for the Treasurer to share that report. If it would be helpful, we take meeting minutes or notes during Budget Committee Meeting and they can be shared with the Treasurer to assist them in giving the report. Another option is for the Treasurer to type up a report that can be sent out to Policy Council. Or, staff that were also present on the Budget Committee Meeting call can help the Treasurer give the report.

In the event that the Policy Council Chairperson, Vice Chairperson or Secretary are unable to attend and conduct a Policy Council Meeting, the Treasurer may be asked to conduct a meeting. The Administrative Assistant would provide support and help and make sure the Treasurer feels comfortable doing so ahead of time by going over the information with them. Volunteers were asked to put forth their names to fill the Treasurer position. No names were put forth.

Budget Committee Meeting was held the other day. We have a new Fiscal Officer and he keeps these meetings brief. They last maybe 30 minutes. The Treasurer is not required to do anything during the Budget Committee Meeting. We want to have someone that can join the Budget Committee Meeting call once a month for 20-30 minutes to represent Policy Council and the parents. We like to have parent representation at that meeting. We can provide any help and support needed.

Policy Council inquired what day the Budget Committee Meetings are held. It depends on the month. Typically Policy Council is the third Thursday of every month. Budget Committee Meeting is held the Tuesday, just two days, prior to that meeting at 10:00am. The Administrative Assistant will email out the agenda and remind the Treasurer of the date and time each month. Alexander Quinn volunteered for the position. However, depending on Alexander's work schedule, it may not work to join the call at 10:00am every month. Is that something we can work with? Yes. If you need to miss the meeting a month here or there, that is fine. Like was stated, it's good to have parent representation from our Policy Council and during that meeting, if you have any questions, you're more than welcome to ask those questions. We have staff that are taking notes during those meetings so if you're unable to attend some of the meetings, we can send you the notes afterward. Alexander was willing to volunteer.

Typically we ask for elected representatives from an area to volunteer for officer positions. Alexander is the alternate for their area, however, it is fine for Alexander to fill this position if we do not have a representative that is willing to do so. We appreciate the support from Policy Council during the Budget Committee Meetings. While Alexander is the alternate, the representative from that area is now our Chairperson, Amy, who will not be able to vote during Policy Council Meetings anyway so Alexander will be the voting Policy Council Member to represent that area of the program as well. This works out perfectly. Thanks, Alex for volunteering for this position!

Further volunteers were asked to put forth their names for the position. No other nominations were made. Alex was asked to leave the call during the voting process.

Motion to approve Alexander Quinn as the 2023-2024 Policy Council Treasurer

Motion: Brooks Bodily

Seconded: Brittan Johnson

Approved: Yes

2. Vote to approve the Bear River Head Start Policy Council Goals for 2023-2024 – Kristie Curtis

Policy Council Officers met for the Policy Council Officer Training after our last Policy Council Meeting. We went over Policy Council Goals for this year. Everyone really liked how they were written last year and wanted to keep them the same. The only change made was the date from the year 2023 to 2024. To summarize the goals, there are five of them:

-The Policy Council Representatives will have ongoing cross-communication with their Parent Committees.

-Policy Council Officers and all Policy Council Members will make sure there is a quorum at every Policy Council Meeting. The Policy Council will have meaningful discussion and maintain balance of the Policy Council agenda/meeting. The Policy Council will stay on task and follow the agenda.

-Policy Council will do their best to review all Policy Council emails, packets and familiarize themselves with the Bear River Head Start website. Policy Council Members will be trained using the Policy Council online LMS (Learning Management System) and can refer back to it as needed.

-Policy Council Members will share information about recruitment to potential Head Start children and families. Policy Council can help spread the word to others about how to apply for Bear River Head Start enrollment and employment at Parent Committee Meetings and in the community.

-Policy Council Members will be prepared to share about upcoming community events and resources at both the Policy Council Meetings and the Parent Committee Meetings. Policy Council Members will work toward overall child well-being and positive child and family outcomes.

Motion to approve the Bear River Head Start Policy Council Goals for 2023-2024

Motion: Festus Odunuga

Seconded: Brittan Johnson

Approved: Yes

3. Vote to approve the November 16, 2023 Policy Council Meeting Minutes – Amy Gyllenskog

No questions were asked or changes made to the November 16, 2023 Policy Council Meeting Minutes.

Motion to approve the November 16, 2023 Policy Council Meeting Minutes

Motion: Festus Odunuga

Seconded: Brittan Johnson

Approved: Yes

4. Vote to approve the December 7, 2023 Interim Policy Council Meeting Minutes – Amy Gyllenskog

No questions were asked or changes made to the December 7, 2023 Interim Policy Council Meeting Minutes.

Motion to approve the December 7, 2023 Interim Policy Council Meeting Minutes

Motion: Stacey Clark

Seconded: Brooks Bodily

Approved: Yes

5. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Amy Gyllenskog

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: Brittan Johnson

Seconded: Festus Odunuga

Approved: Yes

6. Robert's Rules of Order Training – Terrah Smith

Policy Council is already doing great with this. Many of you are already familiar with Robert's Rules of Order. This training is a review for those who have been on Policy Council before and also for new Policy Council Members that have joined this year. It is the process that both Policy Council and Board follow when they are voting and discussing to approve or disapprove items on the agenda for each meeting. After the item has been presented and questions have been answered, if there were any, we go through the voting process. The conducting officer, typically the Chairperson, will introduce the item on the agenda to be approved by saying, "We will now vote to approve," and then state the item on the agenda. They will then open it up for discussion by asking if there are any questions or further discussion regarding that item. They will then entertain a motion and ask for someone to first that motion. The person to first the motion will state their name. They can also state "I motion to approve" and the item on the agenda or can just state their name. We then ask for a second and that person will also state their name. The conducting officer can state, "The motion has been made to approve" and state the item on the agenda and then ask, "All in favor say 'aye'." They will then ask if there are any opposed. The conducting officer will then announce the results of that voting process. Typically a motion passes like we've seen, and that is when there is a majority of positive votes. If someone disapproves of an item, we would take a count of those that are in approval and those that are in disapproval of that item. It would be the majority that would rule. If the majority voted to disapprove an item, the motion would not pass. If there is a situation where more discussion needs to be held or further information needs to be presented on an item at the next meeting, we can table an item as well. We would vote to table that item, or to wait to vote to approve that item, until a further meeting.

7. In-Kind Training – Terrah Smith

There are a couple of things to discuss regarding in-kind. Each month, when reminder emails are sent for Policy Council Meetings, the Administrative Assistant also asks for Policy Council Members to send in their Policy Council In-kind time. Because Bear River Head Start is federally funded, we are required to give a percentage of our funding back through donations, or in-kind. Those can be actual donations that are given to the program, a discount on an item that is purchased or volunteer time. You should be working with your Family Advocate or Family Educator or your child's Teacher to be able to send in most of your in-kind time through the In-kindPro app. They should have gone over that with you. If you have more questions about that, please ask them or you are welcome to ask tonight during this training.

The Policy Council time that the Administrative Assistant asks for when the reminder email is sent out for a Policy Council Meeting is time that you are specifically putting in to prepare for a Policy Council Meeting. That can be time reading and responding to Policy Council emails, text messages or on phone calls. It can also be time reviewing the packet of information for the meeting each month. After each Policy Council Meeting, the Administrative Assistant fills out a sign-in sheet with everyone's name on it that was in attendance along with the meeting time. That is how we count the meeting itself. You only need to send me the time you are spending preparing for the meeting each month. Another item that can be counted as Policy Council in-kind is the time you spent completing the online training for Policy Council and filling out the forms of information for your Policy Council Member file. To send in your Policy Council In-kind time, you just need to respond to the email with how much in-kind time you've put in for Policy Council each month. Right now, we do not have it set up that you can submit Policy Council in-

kind time through the In-kindPro app yet. That may be made available in future but, for now, you can just respond to that email with your time each month and the Administrative Assistant will get the time turned in.

We had a couple of questions that came up at Policy Council last month about in-kind, specifically the In-kindPro app and how parents should be sending in their time each month. A separate meeting was held with those two Policy Council parents to discuss their questions and we also stated we would provide some additional training tonight. We'll start with the questions that were asked during last month's Policy Council Meeting and then go over some additional questions that were asked during that separate training on in-kind. If there any other questions than anyone has, feel free to ask. Just jump in when something comes to mind.

The first question that was asked is if parents should only be entering time for one or two skills a day. The answer to that is you are welcome to enter time for as many skills as you work on throughout the day with your child but you need to make sure that the amount of time is the correct amount of time you spent working with them. If you work with your child on different skills for an hour one day you need to make sure that the total time you are entering only adds up to one hour. If you have your phone and if you'd like to get on the In-kindPro app, you're more than welcome to do so right now. I will walk you through an example that will help with this. If you get into the in-kind form on the app and are going to enter time in School to Home for ages 0-3, you'll click into that. Then after going into Attachment you'll see a box pop up that says Quantity (Qty) and has .25 next to that. You then need to click onto Additional Details to select the skill you've worked on. Every time you enter into a section and have selected a skill, it will automatically be at .25 as the amount of time which is a quarter of an hour or 15 minutes. If you click on Add Details, that will add 15 minutes of time to your Running Total. You can adjust that time by hitting the + or - button which will adjust the time by .25 or 15 minutes. Or you can click on the purple box that says Edit Quantity (Qty) and you can enter the specific amount of time. Something that could easily be happening is a parent is getting into the In-kindPro app after working with their child, ready to enter their in-kind time and possibly going through the list and selecting each skill they worked on without realizing that at least 15 minutes of time is being added to the Running Total every time they select a skill and then select Add Details unless they adjust that time. This is fine if that is the true time a parent worked with their child on developing these skills. Parents will just need to be aware when entering time. It is easy for that time to add up. If you work with your child for one hour and during that hour you work on five different skills, you may need to just select four of those skills to enter as .25 or 15 minutes of time on each. Or maybe you work on one skill for 30 minutes, then you would enter that skill as having .5 on the quantity and then you could choose two of the other skills to enter as .25 or 15 minutes for each. However works for each parent is great. You will just want to make sure the time entered is true time and not duplicate time. Policy Council was asked if there were any questions about this.

The Board Member attending Policy Council asked if they could report their Policy Council time with the time they report for Board. Yes, that would be fine. Board Members attend Policy Council each month and it rotates who attends. This helps with cross-communication between the two governing bodies of Policy Council and Board. Because of this, sometimes Board Members will have in-kind time to report for both bodies.

The other question that was asked about in-kind at the meeting last month was if there is a maximum or minimum amount of time that parents should be entering on the In-kindPro app per day. There is not. This is individual per family. Parents will need to consider their own family's situation. You may have one child enrolled or multiple children enrolled. You may be working on something like potty training that we know takes a lot of time compared to a different skill. There is not a maximum or minimum amount of time but we do ask that the time entered is realistic.

An example would be that if your child is enrolled at one of our centers and they are there for four hours a day or up to six hours a day and after picking them up you go home and get them a

snack and then do some other things, you'll need to take those things into account for the amount of time you're submitting per day. We had a parent last year that didn't realize the time they were entering was adding up to an average of 28 hours per day. Just make sure your time is realistic for your family and your family's situation but again, there is no maximum or minimum amount of time. If you're putting in the time, then we definitely do want you to send in that time. Policy Council joked that parents were probably entering the time they felt like they were working with their kids! That is true. Parents are working with their kids all of the time and we recognize that as well. It can get tricky to enter this time.

A question that came up during the separate training for the two Policy Council parents was does reading time need to be entered separately for each child enrolled in the program. Looking at the in-kind form on the In-kindPro app, there is only one category, or circle or bubble, for reading. It is not separated by age of your child or by children. You can just enter your total time for the day there. You do not need to enter reading time three separate times if you have three enrolled children. Again, just be sure that the time submitted is the true time you spent reading. If a family had three enrolled children and spent 30 minutes reading to one of them in the morning, another in the afternoon and the other at night, that would be an hour and a half or 1.5 that they would enter for the day. But, if that family read to all three children at the same time for 30 minutes a day, only 30 minutes of reading time per day could be submitted since that was the total amount of time spent reading. They would not multiply that time by the three children since only 30 minutes of reading occurred.

Another question that came up during the additional training was which age group parents should be entering time for. You probably have seen on the In-kind-Pro app that we have School to Home Skills broken into categories of ages 0-3 and ages 3-5. We also have that same breakdown for Health Skills. We also have IFSP Skills that are for ages 0-3. For IFSP Skills specifically, that is something your child would have a written plan with an IFSP provider, like Up to 3 or Idaho Infants and Toddlers, of skills they are working on. This is specific for children ages 0-3, our Early Head Start children and they would need to have a written plan for that. But, for the School to Home Skills and Health Skills, typically it is the age of your child where you'll be submitting time. If your child is two, you will most likely be entering time in the ages 0-3 categories. If your child is three or four, you will typically be entering time in the ages 3-5 categories. That can also depend on where your child is developmentally. Some children may be a bit ahead or behind typical development as all children develop on their own schedule. If you have questions about that, you're welcome to talk with your Family Advocate, Family Educator or your child's Teacher. They will be able to direct you to where your child is at in relation to the goals and skills they are working on. Because children work on different skills when they are younger versus older, you'll see as you get into the categories in the app, certain skills are not listed in the older group or the younger group. That may be something your Educator or Advocate can work with you to look in the other age range to find the right skills to submit time. But, typically your child should be in their correct age range for skills. The Policy Council parents that were on the separate training were asked if anything else was discussed at that training that we didn't go over tonight. They stated that it was covered. Policy Council was asked if there were any other questions about in-kind or In-kindPro. No questions were asked. If you have questions, you're more than welcome to ask and your Educator or Teacher and Family Advocate are more than willing to help you and answer any questions you have. If they need further support they can talk with their supervisor and the Administrative Assistant who has worked on the setup of the In-kindPro app. We'll make sure to answer your questions.

8. Approval of the 990 Informational Tax Return falls under Board responsibility and is listed as information only for Policy Council – Sarah Thurgood

We've been reporting on the status of our tax return and the audit for a couple months now. We're required to file an informational tax return each year. We have to wait until after we

receive our annual audit report to be able to prepare the tax return. The 990 was sent out in the packet for Policy Council to review. Our new Fiscal Officer, Andy, has a lot of experience with accounting. His expertise is in audit and he is a CPA (Certified Public Accountant). Andy is familiar with Head Start Programs and how non-profit organizations must complete their tax returns. Brooks is our Board Member that has fiscal management and accounting background. We're required to have a Board Member with that background because Board has legal and fiscal responsibility for Bear River Head Start. Andy's firm, Jones Simkins, has extensive tax experience and he's leveraged some of the tax partners at Jones Simkins to prepare our tax return. Brooks reviewed it during last month's Board Meeting. It looked good and that it was prepared correctly. We should be okay to file it.

9. Program Performance Report – Sarah Thurgood

Every month we provide the Program Performance Report that outlines how we're doing at meeting our compliance requirements as outlined in Head Start Performance Standards. There are no concerns. We are doing good and meeting all deadlines. ReNae Torbenson does a great job compiling this report every month. If there was a concern with being out of compliance or meeting a deadline that would be shared with Sarah and the other Coordinators during their weekly meeting and they would discuss a plan to address the concern.

10. Budget Committee/Fiscal Report – Sarah Thurgood

We had Budget Committee last Tuesday. It was really short. We discussed where we are in the budgets. We discussed the restructure of the Fiscal Team. We now have an Office Manager. Supervision of the Fiscal Staff is under Sarah. We have good staff to do the tasks required of the Fiscal Office. Our Fiscal Officer and the firm he works for are going to take over doing the higher level accounting duties. Sydnee Maybe is a Bookkeeper at Jones Simkins and she will be doing tasks such as cutting checks, AP, payroll, CACFP invoices, etc. We still need fiscal staff in-house to help gather the necessary information, organize it and get it to Andy and Sydnee among other duties. We have really great Fiscal Staff in-house. We have one staff member, our Bookkeeper, Taylor who is leaving and moving to Salt Lake. Ilise was our Fiscal Consultant and she is no longer contracting with us as well. Andy is still meeting with her to get some information he needs. This restructure will be great moving forward.

11. Director's Report – Sarah Thurgood

As we've been discussing the fiscal restructure, Terrah and others have been working with everyone on the Fiscal Team. Our biggest priority has been to work together over the last year and it's coming together. We're making improvements in areas we see that need them. We love how we are able to work with Andy and his people and our people and the management team. Staff really appreciated their public relations items they received for the month of December. We love it when we're able to do something for our staff. They are very much appreciated. We wanted to pass on a big thank from our staff. Staff are off from December 18-January 1. Some staff will still be working some over the break. Sometimes things come up that need to be addressed during that time. Sarah appreciates Policy Council.

12. Board Report – Brooks Bodily

A lot was discussed by Sarah already. We were introduced to Amy last Board Meeting as the new Policy Council Chairperson. We're thankful to her for taking that role. Board received some legal training from Gary Anderson who is the Head Start attorney. He gave good instruction on how to be good Board Members and how to avoid liability issues. Board voted on a of couple things including the Board Job Description, Board and Policy Council Code of Conduct and the

Head Start Community Complaint Policy. Board approved the October 2023 Board Meeting Minutes, and as discussed, the 990 Tax Return. Board voted to approve the employee public relations items that Sarah discussed. We are very appreciative of our staff and happy that we had funds to be able to do that. They discussed the Program Performance Report, Civil Rights Training and the Amendment to the Lease Agreement for the one of the suites of the main administrative office space. Andy gave the Fiscal Report and Sarah gave the Director's Report. Board also received the Budget Committee Report and Policy Council Report.

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

No questions were asked, concerns shared or items brought up for discussion during this agenda item.

14. Community Report – Policy Council Representatives

-Light shows synced to music Behind Walgreens (999 N. Main Street, Logan) & at the Oneida County Free Library (31 N. 100 W. Malad) that you can tune your radio into
-Holiday Sleigh Rides on the Farm at the American West Heritage Center (4025 S. Hwy 89-91, Wellsville) Sleigh rides, sledding hill and hot chocolate; Look on their website for information on pricing and dates (www.awhc.org)
-Tuesday, December 19: Santa is coming to story hour at the Montpelier Public Library (138 N. 6th St. Montpelier) Santa will be there around 11:20 to give the kids a wrapped book and a candy cane. Get there by 11:15 so you don't miss it!

15. Parent Committee Meeting Report – Policy Council Representatives

We didn't hold any Parent Committee Meetings this month because it's a short month. The last Parent Committee Meetings were held in November.

16. Calendar Review – Kristie Curtis

-Monday, December 18-Monday, January 1: Winter Break; all staff off
-Tuesday, January 16: Budget Committee Meeting at 10:00am for Policy Council Treasurer to attend
-Thursday, January 18: Next Policy Council Meeting at 7:00pm
-Tuesday, January 23: Board Meeting at 5:00pm for Policy Council Chair to attend
-Tuesday, January 30: Spanish speaking Parent Committee Meeting held virtually at 6:00pm
-Wednesday, January 31: English speaking Parent Committee Meeting held virtually at 10:00am & 7:00pm
Information about BRAG (Bear River Association of Governments) is included with the January calendar. Instructions to apply for HEAT assistance with them are included. They have other programs such as help with weatherization and a great program to help with taxes. BRAG is a great community resource. To learn more about it, view the attachment with the January calendar or talk with your Family Advocate.

17. Vote to adjourn the December 14, 2023 Policy Council Meeting – Amy Gyllenskog

With no other business to conduct, the December 14, 2023 Policy Council Meeting was adjourned at 7:55pm.

Motion to adjourn the December 14, 2023 Policy Council Meeting

Motion: Festus Odunuga

Seconded: Brittan Johnson

Approved: Yes