



Policy Council Report

December 7, 2023 Interim Policy Council Meeting Report

1. The hire request of Erica Coleman as a PHS Extended-Day Teacher was approved.
2. The hire request of Madeline Stowe as an EHS Infant/Toddler Teacher Assistant was approved.
3. The hire request of Dafne Archuleta as a PHS Logan Teacher Assistant was approved.
4. The transfer request of Cindy Orrellana from an EHS Pond Infant/Toddler Teacher Assistant to an EHS Pond Infant/Toddler Teacher 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 2023 to August 2024



Policy Council Report

December 14, 2023 Policy Council Meeting Report

1. Alexander Quinn was elected as the 2023-2024 Policy Council Treasurer.
2. The Bear River Head Start Policy Council Goals for 2023-2024 were approved.
3. The November 16, 2023 Policy Council Meeting Minutes were approved.
4. The December 7, 2023 Interim Policy Council Meeting Minutes were approved.
5. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
6. Robert's Rules of Order training was received.
7. In-kind training was received.
8. Information about the approval of the 990 Informational Tax Return which falls under Board responsibility was sent to Policy Council as information only.
9. Program Performance Report:
 - This report is shared with Policy Council every month to make them aware of how we're doing with meeting our compliance requirements. 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 meeting a deadline that would be shared with the Program Director and the other Coordinators during their weekly meeting and they would discuss a plan to address the concern to be able to meet the deadline.
10. Budget Committee/Fiscal Report:
 - Discussed where we are with our budgets.
 - Discussed the fiscal team restructure. We have a Fiscal Office Manager. Supervision is under the Program Director. We have good staff in house to gather information and help with the completion of needed tasks. We have a Fiscal Officer and staff at his firm are going to take over doing the higher level accounting duties, such as helping with payroll, cutting checks, etc. We had one fiscal staff member, our bookkeeper, Taylor, who resigned and is moving to Salt Lake. Ilise was our Fiscal Consultant and she is no longer contracting with us as well. Our Fiscal Officer is meeting with her to get some more information. This restructure will be great moving forward.
11. Director's Report:
 - Our biggest priority as we've worked through the fiscal restructure this year is to all work together throughout the program. Our fiscal team, our Fiscal Officer and his team at Jones Simkins and our management staff are all able to work together well.
 - The staff are really appreciative of their incentive they received for the month of December.
 - Staff are off from December 18-January 1. Some staff will still be working a bit over the break.
 - You are very much appreciated, Policy Council.

12. Board Report:

- Made aware that Amy Gyllenskog was elected as the new Policy Council Chairperson
- Received legal training from the agency's attorney on Board duties
- Board voted to approve the Board Member Job Description, Board and Policy Council Code of Conduct, Head Start Community Complaint Policy and the October 2023 Board Meeting minutes
- Discussed the 990 Informational Tax Return
- Voted to approve the employee incentive. They are very appreciative of our staff and grateful that we had funds to be able to do that.
- Received CACFP Civil Rights training
- Discussed the Amendment to lease on the Administrative office space
- Given the Fiscal Report, Director's Report, Budget Committee Report and Policy Council Report

13. Policy Council Concerns & Other Discussion Items:

- No questions were asked, concerns shared or items brought up for discussion.

14. Community Report:

- 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:

- No Parent Committee Meetings (PCM's) held in December. The last PCM's were held in November

16. Calendar Review:

- 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 Associations 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.

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