

Chairperson Signature Amy GyllenskogDate 02-20-2024

## BEAR RIVER HEAD START POLICY COUNCIL 2023-2024 Meeting Minutes

<b>Date:</b> Thursday, January 18, 2024	<b>Start Time:</b> 7:00PM <b>End Time:</b> 7:39PM	<b>Location:</b> 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	X	
Amy Gyllenskog* (Chair & Utah HSAC)	Hyde Park Representative	X	
Alexander Quinn* (Treasurer)	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		E
Brittan Johnson* (Vice Chair)	Paris Representative		E
Whitney Miles*	Paris Alternate		X
Kristin Fellows*	Preston Representative	X	
	Preston Alternate		
Festus Odunuga*	Nest/Koop Representative	X	
Juliane Checketts*	Nest/Koop Alternate	X	
	Fishpond Representative		
Kila (Gifford) Carey*	Fishpond Alternate		X
Connie Paskett	Board Representative	X	
Anna Herrera*	Community Representative	X	
Justin Nuñez	Community Representative		X

### \*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): 4
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), Steph Wood (Centerbased Coordinator), Cherie Pierce (Health & Wellness Administrator), Cassie Petersen (Child Development Manager & Facilities Coordinator)	

### 1. Vote to approve the hire request of Shaylee Bagley as a PHS Hyde Park Part-Day

<b>Teacher – Steph Wood</b>		
Shaylee recently graduated from Southern Utah University with a Bachelor’s Degree in Family Life and Human Development with an emphasis in Family Studies and Early Childhood Development as well as a minor in Psychology. Shaylee loves this field so much and wants a career that encompasses all of those factors which is why she applied for the part-day Teacher position at Bear River Head Start in Hyde Park. She hopes to have the opportunity to positively affect the lives of children as her teachers did with her.		
<b>Motion to approve the hire request of Shaylee Bagley as a PHS Hyde Park Part-Day Teacher</b>		
<b>Motion: Kristin Fellows</b>	<b>Seconded: Anna Herrera</b>	<b>Approved: Yes</b>

<b>2. Vote to approve the hire request of Elena Wood as an EHS Part-Day Pond Infant/Toddler Teacher Assistant – Steph Wood</b>		
Elena is from Southeastern Idaho and moved to Cache Valley a little less than a year ago. She is currently studying Dietetics and International Relations. Elena is really passionate about helping people, both individuals and families, better their lives. She’s really excited for this opportunity to help at Bear River Head Start in Logan.		
<b>Motion to approve the hire request of Elena Wood as an EHS Part-Day Pond Infant/Toddler Teacher Assistant</b>		
<b>Motion: Anna Herrera</b>	<b>Seconded: Anna Sherman</b>	<b>Approved: Yes</b>

<b>3. Vote to approve the transfer request of Madeline Stowe from EHS Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher – Steph Wood</b>		
Maddie has been employed at Bear River Early Head Start about a month now as a Teacher Assistant. She just got her degree from Utah State University in Human Development and Family Studies. Maddie is requesting to transfer to the full-time Teacher position. She is super excited to get going with that.		
<b>Motion to approve the transfer request of Madeline Stowe from EHS Infant/Toddler Teacher Assistant to EHS Pond Infant/Toddler Teacher</b>		
<b>Motion: Anna Herrera</b>	<b>Seconded: Anna Sherman</b>	<b>Approved: Yes</b>

<b>4. Vote to approve the transfer request of Julie Huppi from PHS Hyrum Teacher Assistant to PHS Hyrum Teacher – Steph Wood</b>		
Julie has been with the Hyrum Head Start class for two and a half years. She started out as the Classroom Assistant in August of 2021. A year later, in August of 2022, she transferred to be the Teacher Assistant and is now applying to be the lead Teacher. Julie has a Bachelor’s Degree from BYU Idaho and completed her Child Development Associate this past October. She loves the children and the families in our Hyrum class and hopes to continue on the great path they’ve already started in their classroom and plans to continue for years to come.		
<b>Motion to approve the transfer request of Julie Huppi from PHS Hyrum Teacher Assistant to PHS Hyrum Teacher</b>		
<b>Motion: Kristin Fellows</b>	<b>Seconded: Tasneem Mussaji</b>	<b>Approved: Yes</b>

<b>5. Vote to approve the proposed Updated Bear River Head Start TB Testing Procedure – Cherie Pierce</b>		
Our current procedure is that employees are tested for tuberculosis (TB) upon hire and every three years after that. We are proposing that employees will be tested upon hire and then testing will only be done after that with a known exposure. We will have a TB questionnaire that will be completed yearly by every employee during our pre-service. This was reviewed and		

discussed at our December Health Services Advisory Committee Meeting and it was approved. Cherie had researched this and spoke with the Bear River Health Department, Logan Regional Hospital and researched the current CDC (Centers for Disease Control and Prevention) guidelines. This is what they are currently suggesting is done for TB testing.

**Motion to approve the proposed Updated Bear River Head Start TB Testing Procedure**

**Motion: Anna Sherman**

**Seconded: Anna Herrera**

**Approved: Yes**

**6. Vote to approve the Bear River Head Start Non-Staff Background Checks Policy – Sarah Thurgood**

Everyone involved with Bear River Head Start that is around children has to have a 24 hour and a Fingerprint Background Check run. We also run Child Abuse Registry checks. Even contractors, consultants and volunteers will need these run if they're going to be with the kids. For anyone that is volunteering on a short-term basis we do not require the check but they cannot be alone with the children. We are required every year to complete a Sex Offender Registry and Child Abuse Registry check on all parents/guardians of enrolled children and if anything comes up, those parents cannot be on the premises. We must make other arrangements with them for the pickup and drop off of their child. If concerns come up on these checks for volunteers, they would not be able to volunteer. For the state of Idaho, if someone wants to volunteer more than ten hours they must have a background check done. Idaho is a little bit different because of Child Care Licensing.

**Motion to approve the Bear River Head Start Non-Staff Background Checks Policy**

**Motion: Kristin Fellows**

**Seconded: Connie Paskett**

**Approved: Yes**

**7. Vote to approve the Medical Expense Reimbursement Plan Amendment – Sarah Thurgood**

One of the benefits we offer to our staff, if they sign up to receive insurance through Bear River Head Start through the third party insurance company we contract with, is Bear River Head Start will reimburse the first \$600 paid toward the deductible for each person in their family on the plan. They turn in documentation to be able to be reimbursed. We wanted to be sure we are getting re-approval on this so it is clear and known and we have a good footprint that shows this is what we do. That is why we are bringing this to Policy Council and then we will take it to Board next week. Policy Council stated that this is fantastic. This is a very good benefit. We have really good people that work here. We try to do as much as we can to show our appreciation.

**Motion to approve the Medical Expense Reimbursement Plan Amendment**

**Motion: Connie Paskett**

**Seconded: Anna Sherman**

**Approved: Yes**

**8. Vote to approve the December 14, 2023 Policy Council Meeting Minutes – Amy Gyllenskog**

No questions were asked or changes made to the December 14, 2023 Policy Council Meeting Minutes.

**Motion to approve the December 14, 2023 Policy Council Meeting Minutes**

**Motion: Anna Herrera**

**Seconded: Anna Sherman**

**Approved: Yes**

**9. 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**

<b>Motion: Anna Herrera</b>	<b>Seconded: Festus Odunuga</b>	<b>Approved: Yes</b>
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**10. Program Performance Report – Sarah Thurgood**

We provide this report every month. It shows if there are any areas of the program that are not meeting compliance, deadlines, and requirements as outlined in Performance Standards. ReNae Torbenson compiles this report after the Coordinators enter their data in ChildPlus. There isn't anything out of compliance. Every part of the program is meeting all the requirements and deadlines. Everything is going well.

**11. Budget Committee & Fiscal Report – Alexander Quinn**

The 2023-2024 Fiscal Year is approximately 83% complete as of November 30, 2023. As we're approaching the end of the Fiscal Year which is January 31, 2024, we need to make sure all parents are submitting in-kind through the In-kindPro app in a timely manner so staff can validate the submissions properly. We're continuing the closing process of the Head Start/Early Head Start 2023-2024 Grant Year that ends the 31<sup>st</sup> of this month. We also have a new bookkeeper, Sydnee Mabey from Jones Simkins. Sydnee has been receiving training and providing bookkeeping services during the month of December. She has also been performing all of the accounting responsibilities that were assigned to Taylor before. Sydnee has also been receiving training on all accounting functions and duties to assure we have appropriate cross training in place. They also discussed the status of spend down. They went over the budget concerns and action items that Andy will take care of. He talked about the TANF invoices and verifying the amount of spend down funds, ensuring the W2's will come from Gusto and timing the delivery of the W2's as well as sending a copy of the Budget Committee Meeting Minutes to the Board Member in attendance, Suzie Yeates.

**12. Director's Report – Sarah Thurgood**

At the time Sarah wrote her Director's Report, (It has to be complete a week before the Policy Council Meeting.) we'd just gotten back from Holiday Break so there wasn't a lot to report at the time. There still isn't a lot to report which is good. We like it when things are normal and going smoothly. Everything is going well. Sarah is really pleased with the restructuring of the Fiscal Office. Program operations are going really well. We do have a few openings, so if any of you know of any children and families that qualify for Head Start, encourage them to go to the website and complete their applications. We always have a little bit of turnover in January because it is the beginning of the year and a lot of university students are leaving at this time. So, we have some openings that we want to fill. Spread the word.

**13. Board Report – Connie Paskett**

During Board's last meeting they discussed a lot of different things including the employee relations acknowledgement for staff, some medical expenses and retirement plans. Andy gave the Fiscal Report and, of course, Sarah gave her report. Board Meeting Minutes were approved at that meeting.

**14. Policy Council Concerns & Other Discussion Items – Policy Council Representatives**

Policy Council was asked if they had anything to discuss or concerns. No questions were asked, concerns shared or items brought up for discussion during this agenda item.

**15. Community Report – Policy Council Representatives**

Policy Council was asked if they know of anything going on in the community. No items were brought up for discussion during this agenda item. The Policy Council Chairperson stated their kids have been sick so they've been stuck inside and are unaware of what has been going on in

the outside world!

**16. Parent Committee Meeting Report – Policy Council Representatives**

There weren't any Parent Committee Meetings held during December since it was a short month. The next Parent Committee Meetings coming up are scheduled for January 30 and 31 in a couple of weeks.

**17. Calendar Review – Terrah Smith**

-Tuesday, January 30 & Wednesday, January 31: Parent Committee Meetings  
-Tuesday, February 13: Budget Committee Meeting at 10:00am for the Policy Council Treasurer to attend  
-Thursday, February 15: Next Policy Council Meeting combined with the Board; Board will join the meeting by calling in as Policy Council does. Both governing bodies will vote on items that evening.  
-Monday, February 19: President's Day; all staff off  
-Tuesday, February 27: Spanish Parent Committee Meeting  
-Wednesday, February 28: English Parent Committee Meeting  
More information should be coming from Family Advocates regarding times, etc. for Parent Committee Meetings.

**18. Vote to adjourn the January 18, 2024 Policy Council Meeting – Amy Gyllenskog**

With no other business to conduct, the January 18, 2024 Policy Council Meeting was adjourned at 7:39pm.

**Motion to adjourn the January 18, 2024 Policy Council Meeting**

**Motion: Connie Paskett**

**Seconded: Anna Sherman**

**Approved: Yes**