

Policy Council Approval

Chairperson Signature Amy Gyllenskog

Date MAR 26 2024

**BEAR RIVER HEAD START POLICY COUNCIL
2023-2024 Meeting Minutes [Combined with Board]**

Date: Thursday, February 15, 2024	Start Time: 7:00PM End Time: 7:54PM	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* (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	X	
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		E
	Fishpond Representative		
Kila (Gifford) Carey*	Fishpond Alternate		E
Cindi Hill	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: 8	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 2
Do we have a Quorum? YES	
Meeting Called to Order By: 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), Cassie Petersen (Child Development Manager & Facilities Coordinator), Denise Ayala (ERSEA Manager)	

1. Vote to approve the hire request of Damon Bird as the On-Call Maintenance Assistant

– Cassie Petersen		
Damon is trying for the position of On-Call Maintenance Assistant. He is 23 and going to school at Utah State University. Damon has previous experience doing all sorts of maintenance work in many jobs he's had. He does a lot of handy work on his own with his car as well. Damon really enjoys learning new skills and trades. There are some things he doesn't have a lot of experience with but he's willing and excited to learn the craft.		
Motion to approve the hire request of Damon Bird as the On-Call Maintenance Assistant		
Motion: Festus Odunuga	Seconded: Karli Leonardi	Approved: Yes

2. Vote to approve the hire request of Tamra Sheehan as the EHS Nest/Koop Infant/Toddler Teacher Assistant – Steph Wood		
Tamra has been babysitting since she was 14. She is currently 21 years old so she has been babysitting for quite a long time and has quite a bit of experience. She still babysits occasionally for date nights and has experience with infants up until about the teenage years. Tamra also volunteered at Early Head Start with a friend who used to work there. Because of that, she knows a little bit about how things work. Although she was able to volunteer, she'd like to get more experience working with the kids.		
Motion to approve the hire request of Tamra Sheehan as the EHS Nest/Koop Infant/Toddler Teacher Assistant		
Motion: Kristin Fellows	Seconded: Festus Odunuga	Approved: Yes

3. Vote to approve the hire request of Sienna Volkert as an On-Call Teacher Assistant for all areas – Steph Wood		
Sienna goes to Utah State University and is majoring in Social Work. She applied for the position because she is very excited for the opportunity and loves working with the kids. Sienna is 21 years old.		
Motion to approve the hire request of Sienna Volkert as an On-Call Teacher Assistant for all areas		
Motion: Kristin Fellows	Seconded: Festus Odunuga	Approved: Yes

4. Vote to approve the transfer request of Tabitha Benzon from EHS Infant/Toddler Teacher Assistant to EHS Nest/Koop Infant/Toddler Teacher – Steph Wood		
Tabitha is the current Infant/Toddler Teacher Assistant for the Nest and Koop. She is applying for the teaching position and is super excited.		
Motion to approve the transfer request of Tabitha Benzon from EHS Infant/Toddler Teacher Assistant to EHS Nest/Koop Infant/Toddler Teacher		
Motion: Kristin Fellows	Seconded: Karli Leonardi	Approved: Yes

5. Vote to approve Bear River Head Start ERSEA Policy – Denise Ayala		
Denise Ayala is the ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Manager and has worked in the ERSEA department for years. She is very good at what she does. There were no changes made to the ERSEA Policy since its last approval. There were also no changes made to the ERSEA Code of Conduct. Every year we bring our ERSEA Policy to Board and Policy Council which explains every part of how we recruit, our point system for how we determine eligibility and enroll children into the Head Start and Early Head Start program. This policy is required by Head Start Program Performance Standards and has been reviewed at multiple levels. Every time the Office of Head Start reviews our program, they review this policy. It has to be included as part of our grant application and has to be approved by both Board and Policy Council. Our Regional Office reviews it as well. There is a lot in the policy as it is pretty comprehensive. It explains that the children are enrolled off a point system.		

The whole point of Head Start and Early Head Start is to make sure that we are enrolling the children and families of greatest need first. Our selection criteria is based off of some environmental risk factors and our point system details that. Our eligibility income is at 100% of poverty. Any family whose income is under 100% of poverty is eligible for our program. Any family whose income is between 100-130% of poverty is eligible for our program as well. If their income is above 130% of poverty they would be in our red zone. We would try to do what we can to get them enrolled but it is more difficult to do so if they are Over Income. We do have a bit of leeway for those families whose income is over 100% of poverty. We can enroll up to 10% of our slots with children who are considered Over Income, which is above 130% of poverty, and 35% of our slots with children who are in between 100-130% of poverty. For the Over Income children, we are still trying to serve those with the greatest needs. A lot of times we have community partners that want to refer children they've been working with into Head Start or Early Head Start. Sometimes we have children that have been working with Up to 3 and other disability programs and they might be Over Income or children that are working with DCFS (the Department of Child and Family Service), etc. The Over Income slots are filled pretty quickly since we can only enroll 10% of our slots with Over Income children. We try to save those slots for children with other identified needs as well. In the policy, there is a lot of information that goes over enrollment and selection and making sure we keep records of each child as well. We keep the records for children who do not have an IEP (Individualized Education Plan), IFSP (Individualized Family Service Plan) or who are not part of IDEA (Individuals with Disabilities Education Act) for three years and those with IEPs and IFSPs for five years. We do recruitment year round and follow the recruitment policy. We recruit at lots of events throughout the year. We have an ERSEA Code of Conduct that every staff member signs. It states that if they are recruiting and come upon a family member or someone they know, they need to pass the information onto the ERSEA team or another staff member so there isn't a conflict of interest to keep recruiting that family.

Motion to approve Bear River Head Start ERSEA Policy

Motion: Karli Leonardi

Seconded: Tasneem Mussaji

Approved: Yes

6. Vote to approve Bear River Head Start Impasse Policy – Terrah Smith

There have been no changes to this policy since its last approval last year. As a quick training, an impasse occurs when the Board and Policy Council do not agree on a decision. Neither governing body has more power than the other. The Impasse Policy outlines the process to follow if an impasse were to occur.

The first step is that each body would submit written documentation to the other regarding their decision.

The second step would be that a mediation committee would be formed. This would consist of the Chair and Vice Chair from both bodies as well as our Head Start Attorney. If a Chair or Vice Chair is unavailable for mediation, an alternate candidate can be chosen from the Executive Committee which is made up of the elected officers for each governing body. The Mediation Committee has 30 calendar days to resolve the dispute and take a solution back to both bodies for approval.

If the dispute is not resolved within 30 calendar days, then the third step in the process would be to form an Arbitration Board. That would consist of the Chairs from each governing body and three community representatives chosen by the Head Start Attorney and agreed upon by both Chairs. The Arbitration Board has 10 calendar days to decide on a solution. The decision of the Arbitration Board is final.

The Administrative Assistant has not seen an impasse occur in the time she has been working with the Board and Policy Council. The Board Chair stated she also doesn't remember a time when the Board and Policy Council didn't agree. The two bodies usually get along pretty well!

Motion to approve Bear River Head Start Impasse Policy		
Motion: Karli Leonardi	Seconded: Festus Odunuga	Approved: Yes

7. Vote to approve the January 18, 2024 Policy Council Meeting Minutes – Amy Gyllenskog		
No questions were asked or changes made to the January 18, 2024 Policy Council Meeting Minutes.		
Motion to approve the January 18, 2024 Policy Council Meeting Minutes		
Motion: Kristin Fellows	Seconded: Anna Sherman	Approved: Yes

8. Vote to approve the January 25, 2024 Interim Policy Council Meeting Minutes – Amy Gyllenskog		
No questions were asked or changes made to the January 25, 2024 Interim Policy Council Meeting Minutes.		
Motion to approve the January 25, 2024 Interim Policy Council Meeting Minutes		
Motion: Festus Odunuga	Seconded: Kristin Fellows	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		
Motion: Karli Leonardi	Seconded: Festus Odunuga	Approved: Yes

10. Board vote to approve the January 2024 Board Meeting Minutes – Cindi Hill		
The January 2024 Board Meeting Minutes were approved by Board. See February 15, 2024 Board Meeting Minutes for more information.		

11. Active Supervision Assessment Updates – Steph Wood		
<p>Steph Wood is the Centerbased Coordinator. She is here to give the Active Supervision Assessment Update. Currently all of our Centerbased Managers have conducted the Needs Analysis and the Risk Assessment and also the Health and Safety Facility Checks for every Preschool Head Start and Early Head Start classroom and facility. They looked at all of the centers and identified any needs that may need to be addressed. If anything needed to be fixed they addressed it immediately to ensure safety. These assessments are done to make sure that we're looking at the classrooms and facilities and making sure that everything is addressed immediately. Once the Risk Assessments are complete and the Health and Safety Checklists are done, we always put them in a sub folder in each classroom so anyone subbing in the classroom is immediately aware of any needs of that classroom. Individual support is given if they need it or if anything has been identified. Support comes from all of our different management teams: from the Centerbased Coordinator, Centerbased Managers, Early Head Start Child Development Managers, Health Team, Education Training Manager and Mentor Coaches. We use all of this data to consistently improve and ensure the compliance with our active supervision to make sure we're always improving and developing strategies for greater implementation of active supervision and health and safety.</p>		

12. Program Performance Report – Sarah Thurgood		
Everything is going exceptionally well in the program. We're not missing any of our milestones and are hitting all of our due dates. There aren't any areas of concern. Sarah appreciates all of		

the Coordinators getting their data together every month and ReNae Torbenson who collects the data from all of the Coordinators and puts this report together.

13. Budget Committee & Fiscal Report – Alexander Quinn

We had the Budget Committee Meeting earlier this week. Last Fiscal Year is substantially complete. We are currently making our end-of-year accruals. The budget report will be distributed in early March. To ensure all of last year's expenses are included in the Fiscal Year, the month of January is left open longer than the other months. We're continuing to get all of the in-kind batched and entered. We've completed this year's insurance coverage renewal with Progressive Insurance. It's only a modest increase which was made to our rates from the previous year. We continued the closing process of the Head Start/Early Head Start 2023-2024 grant year that ends January 31 of this year. We discussed mileage reimbursement rates for 2024-2025. The question for that was at what levels are we going to reimburse mileage. It seems like that's something we'll keep discussing for this fiscal year. We also discussed other in-kind rates, such as volunteer rates, Board and Policy Council Member rates, and donated use of facilities. We're also working on calculating year-end SEP amounts that will be covered with spend down. We're continuing to work with the Fiscal Team and Jones Simkins to determine what duties and tasks are to be performed in house versus outsourced. It seems like everything is going well and they're getting settled in. That was an awesome report, Alexander!

14. Director's Report – Sarah Thurgood

We had a surprise last month after your last meeting. Steph Wood, who is our Centerbased Coordinator, received word from the Preston School District that they need their classroom space back since they are growing, just like everybody else. Steph and Sarah had a meeting with the Superintendent and Assistant Superintendent. They visited with them and reminded them that we used to have a building there that we gave up so they could expand their school. That is how we ended up using classroom space in their building. It was a nice meeting and was very productive. We told them that we understand when schools have growth. We're just happy to be there in their buildings with them. It's a good partnership between Head Start and school districts and really benefits those kids. We would feel good if we could just have one classroom in the school. That would be our first choice. Our second choice would be to have a modular that we could use for free. Third choice would be paying rent for something with the school district. Our last choice would be that we'd have to find another facility. We don't really want to separate from the school district because rent is incredibly expensive if you have to go out on your own. In addition we would have to set up playgrounds, move things, find parking and deal with licensing requirements. We're going to keep working with them. Luckily it's early enough in the year. It was Sarah's sense that the school district really will see if they can do something to work with us. When we went into the meeting, we got the impression that they were done working with us and need their space back. At the end of the meeting, it appeared they understood and were willing to see how they can keep working with us. We're not going to give up on it easily. The Superintendent was going to take this back to their Board for discussion. We'll touch base with him again because they should have had their Board Meeting at this point. For any parents in that area, friendly reminders to your school personnel that we would really like to stay there in the school, be partners with the school district and to continue the collaboration would be helpful and beneficial. We always do everything we do in a very respectful way. We like to remind people that we would like to continue partnerships into the future. We will keep you posted on this.

We will probably have a site visit from our Regional Office in April. They try to come on site to every program once a year. We had a site visit scheduled last year and then they had to cancel it because their funding was frozen for a bit. They may want to visit with some Policy Council

and Board Members. They will want to meet with some staff for sure and go visit our sites and see what the kids and teachers are doing. We'll keep you posted on that as it gets a little closer. Just know that we may be calling some of you to see if you can come in for a face-to-face meeting with them. They are very nice and they do like to meet with some of our parents and see the kids.

15. Board Report – Cindi Hill

Board discussed most of the same items Policy Council did last month. They met Amy for the first time. They also approved the TB Testing Procedure, Non-Staff Background Checks Policy and the Medical Expense Reimbursement Plan Amendment. They were given the usual reports. Those were the high points of the meeting.

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

Policy Council was asked if there were any concerns or other discussion items that anyone would want to talk about. No questions were asked, concerns shared or items brought up for discussion during this agenda item.

17. Community Report – Policy Council Representatives

Policy Council was asked if anyone had anything in their communities that they would like to share. No items were brought up for discussion during this agenda item. It feels like there isn't a lot going on right now but that should start to pick up.

18. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if anyone had anything to share for the Parent Committee Meeting report. Nothing was shared during this agenda item.

19. Calendar Review – Kristie Curtis

- Tuesday, March 19: Budget Committee Meeting at 10:00am for the Policy Council Treasurer to attend
- Thursday, March 21: Policy Council Meeting at 7:00pm
- Monday, March 25-Friday, March 29: Malad & Preston Spring Break; They will not be in session during that time.
- Tuesday, March 26: Board Meeting at 5:00pm for the Policy Council Chair to attend
- Wednesday, March 27 & Thursday, March 28: Upcoming Parent Committee Meetings; Family Advocates should be getting parents invitations.

20. Vote to adjourn the February 15, 2024 Policy Council Meeting – Amy Gyllenskog

With no other business to conduct, the February 15, 2024 Policy Council Meeting was adjourned at 7:54pm.

Motion to adjourn the February 15, 2024 Policy Council Meeting

Motion: Karli Leonardi

Seconded: Tasneem Mussaji

Approved: Yes