



# Policy Council Report

March 21, 2024 Policy Council Meeting Report

1. The hire request of Kylee Davis as the EHS Nest/Koop Infant/Toddler Teacher Assistant was approved.
2. The transfer request of Nai Kov from Health Assistant to Health Specialist was approved.
3. The transfer request of Afton Bryant from Homebased Family Educator to Health Specialist was approved.
4. The transfer request of Jasmine Martinez from EHS Nest/Koop Infant/Toddler Teacher Assistant to EHS Nest/Koop Infant/Toddler Teacher was approved.
5. The Mid-Year Homebased Child Development Outcomes were approved.
6. The Mid-Year Centerbased Child Development Outcomes were approved.
7. The Mid-Year Family Development Outcomes were approved.
8. The Organizational Charts were approved.
9. The February 15, 2024 Policy Council Meeting Minutes were approved.
10. The holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed was approved.
11. Mental Health Team Updates were given.
12. Approve the Contract from Jones Simkins for Andy Hernandez' services as Fiscal Officer. This item falls under Board responsibility and was shared as information only for Policy Council.
13. Approve the Audit Engagement Letter from Rudd & Co. for 2023-24 audit services. This includes audit of both financial and eligibility requirements. This falls under Board responsibility and was shared as information only for Policy Council.
14. Approve the 2023-2024 SEP Distribution of up to 15% of wages for eligible staff. Estimated SEP for 2023-2024 fiscal year is 8%-10%. The actual number is dependent upon the completion of the annual financial audit currently scheduled for May 2024. This item falls under Board responsibility and was shared as information only for Policy Council.
15. Program Performance Report:
  - ReNae Torbenson, our data guru, pulls off a report from ChildPlus that shows all of the areas we're required to report on and how well we are meeting compliance in those areas for Board and Policy Council
  - We've met all of our milestones and don't have anything out of compliance this month
16. Budget Committee/Fiscal Report:
  - 2023-2024 Fiscal Year is 100% complete as of January 31
    - Still completing the closing process
    - Will distribute year-end budget reports as soon as they are available
    - To ensure all of last year's expenses are included in the fiscal year, the month of January is left open longer than other months
    - Continuing with getting all in-kind batched and entered

- 2023-2024 SEP distribution is estimated between 8-10%; actual numbers are dependent upon the completion of the 2023-2024 audit
- Rudd & Company will be on site for the annual audit in May of 2024 which will include both a financial audit and audit for eligibility (ERSEA) records
- Anticipated COLA was discussed for the 2024-2025 Fiscal Year
  - Prior year was 5.6% but we won't know for sure until we receive more information from the Regional Office
- Waiting to hear back from the Regional Office regarding trading in the van
- Will extend the Bear River Head Start tax return which gives us until December 15, 2024 to file.
  - Will get the return and audit complete much more timely in the current year
- Working on moving our fuel purchases to Maverick instead of Phillips 66; Phillips 66 is in the process of moving away from their company fuel program
- Almost done updating the in-kind rates for services, mileage and rent

#### 17. Director's Report:

- Preston classes will remain with the school district sharing one classroom starting next year with two different schedules
  - We have healthy recruitment and enrollment in that area
  - Should still be able to serve the same number of kids
- Site visit from our Regional Office in April
  - They like to come and visit some classrooms
  - Sometimes they visit with Board or Policy Council Representatives; will let you know as it gets closer if they'd like to meet with any Policy Council or Board Members
- Alexander did a great job with the Fiscal Report; Way to go!
- In process of completing our self-assessment where we review data and records and make sure everything we are doing is as it should be; this will be reported on when it is finished
- Got a notification from the Office of Head Start
  - Expansion money is available that programs can write for to expand; these are competitive grants
  - When programs across the United States cannot keep their funding due to not meeting program requirements, enrollment, etc., these programs lose their grant. The Office of Head Start wants to give the funding to programs that are doing well so the programs can expand their services if they'd like to.
  - Discussion was held with the management team
    - We've had to rebuild the Fiscal Department and rebuild after coming out of COVID
    - We are already a big program and have a large geographic service area: from Snowville, Utah over to Montpelier, Idaho and from Willard, Utah up to the city limits of Pocatello, Idaho. We serve a lot of kids.
    - If we expanded, we'd need more buildings and staff and would have more money running through the Fiscal Office
    - The consensus from the management team is that the timing may not be correct right now; we never want to get to the point where we can't keep doing what we do well.

- Policy Council Feedback was asked for; Policy Council said they trust, and would back, the program's decision. Policy Council was encouraged to think about this and if they have more thoughts we can discuss it further. This same information will also be shared with Board.
- This is a great Policy Council with great elected officers along with the Board and staff. You guys are awesome!

18. Board Report:

- Because Policy Council and Board Meeting was combined last month, there isn't anything else to report
- From what has been heard while listening to the Policy Council, everything is going well; The Board and staff have been busy too.

19. Policy Council Concerns & Other Discussion Items:

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

20. Community Report:

- Wednesday, March 20-Saturday, March 23: Divvy Up Consignment Sale at Cache County Fairgrounds Event Center (450 S. 500 W. Logan); general sales 3/20-3/22 from 10am-7pm, ½ price sales 3/23 from 8am-2pm
- Friday, March 22-Saturday, March 23: Cache Valley Home and Garden Show at the Eccles Ice Center (2825 N. 200 E. North Logan); 10am-7pm on the 22<sup>nd</sup>; 9am-6pm on the 23<sup>rd</sup>; Ages 12 and under are free, Ages 13 + \$2.00
- Friday, March 22: Logan City Fire Department Open House at 95 East 200 North, Logan from 10:30am-5pm
- Saturday, March 23: Easter Egg Hunt at Cache Valley Assisted Living and Memory Care (233 N. Main Street, Providence) at 11am
- Saturday, March 23: Under Water Egg Hunt at the Belmont Hot Springs RV park (5600 W. 19200 N., Garland, UT) at 10am; \$20 entrance fee for divers to Belmont Springs; non-divers no charge
- Saturday, March 30: Easter Egg Hunt at Young Automotive Cache Valley (1855 Main Street, Logan) from 10am-3pm
- Lots of Easter Egg Hunt information online
- Thursday, March 28-Saturday, April 6: Baby Animal Days at American West Heritage Center (4025 S. Hwy 89-91 Wellsville); March 28-30: Featuring Utah Petting Zoo Gone Wild from 10am-6pm, \$12; April 1-2: Farm Animal Only Days from 10am-5pm, \$10; April 3-6: Featuring Yellowstone Bear World and Mountain Man Rendezvous from 10am-6pm, \$12; more information on the awhc.com website

21. Parent Committee Meeting Report:

- Policy Council Chairperson attended. She loved the rhymes that are part of Conscious Discipline that were talked about. It was really neat to bring that to the life of everyday working. They were amazing!

22. Calendar Review:

- Monday, April 1-Friday, April 5: Spring Break for Cache, Logan, Box Elder and Paris
- Monday, April 15: Tax Day-Information about BRAG was emailed out in the Policy Council packet. They can help with getting taxes done; reach out to them if you have a need.
- Tuesday, April 16: Budget Committee Meeting at 10am for Policy Council Treasurer to attend
- Thursday, April 18: Policy Council Meeting at 7pm

- Tuesday, April 23: Board Meeting at 5pm for Policy Council Chair to attend
- Tuesday, April 23: Parent Committee Meeting in Spanish
- Wednesday, April 24: Parent Committee Meeting in English at 10am and 7pm

\*If you would like to view the full meeting minutes, go to [www.brheadstart.org](http://www.brheadstart.org) > About Us > Agency Information > Policy Council Reports & Meeting Minutes Archive > Policy Council Reports & Meeting Minutes September 2023 to August 2024