

Policy Council Approval

Chairperson Signature _____

Amy Gyllenskog

Date JUN 20 2024

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

Date: Thursday, May 16, 2024	Start Time: 7:00 PM End Time: 8:12 PM	Location: Dialpad Meetings: 1-888-602-7505		
2023-2024 Policy Council Members' Attendance			YES	NO
Rachel Ekman*	Brigham Representative	X		
	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			E
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	X		
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		
	Board Representative			
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: 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: Kristie Curtis (Family Services Coordinator),	
Additional Staff in Attendance: Sarah Thurgood (Program Director), Steph Wood (Centerbased Coordinator), Debbie Zilles (Fiscal Office Manager)	

1. Vote to approve the hire request of Mercedes Gonzales as an On-Call Teacher Assistant – Steph Wood		
Mercedes Gonzales is hoping to be hired as an On-Call Teacher Assistant at BRHS. She enjoys working with children and is looking forward to working with BRHS.		
Motion to approve the hire request Mercedes Gonzalez as an On-Call Teacher Assistant		
Motion: Anna Herrera	Seconded: Kila Carey	Approved: Yes

2. Vote to approve a One-Time Funding Request for 16 window replacements in Head Start/Early Head Start classrooms – Sarah Thurgood		
The Hyde Park center has a lot of classrooms in it. The new centers don't have windows that open up. It has become apparent that it would be nice to have some fresh air in the classroom. When there are a lot of smells (from activities and cleaning) having windows that open would be nice. This proposal is to apply for one-time funding. When the Regional Reps were here last month, they were encouraging us to apply for some funding if there are needs. This will be asking for funds for a window in each classroom, or area where the children are. If we receive the funding, the window(s) will be installed during the summer. The windows will be tempered glass and will meet all applicable safety standards.		
Motion to approve a One-Time Funding Request of \$20,648.67 to replace 16 windows in Head Start/Early Head Start classrooms		
Motion: Anna Herrera	Seconded: Rachel Ekman	Approved: Yes

3. Vote to approve the 2024 COLA of 2.35% - Sarah Thurgood		
Sarah explained the COLA increase for 2024 is 2.35%. In the past, we had to apply for the funding, but this year it was built into the grant. Fiscal will begin taking the step to distribute it to the employees (There will be a retro amount back to the beginning of the Fiscal Year.).		
Motion to approve the 2024 COLA of 2.35% - Sarah Thurgood		
Motion: Anna Herrera	Seconded: Ashley Davis	Approved: Yes

4. Vote to approve the April 18, 2024 Policy Council Minutes – Amy Gyllenskog		
Policy Council was asked if they had any questions about last month's meeting minutes. No questions were asked or a changes made to the April 18, 2024 Policy Council minutes.		
Motion to approve the April 18, 2024 Policy Council Minutes		
Motion: Anna Herrera	Seconded: Kila Carey	Approved: Yes

5. Vote to approve the April 29, 2024 Interim Policy Council Minutes – Amy Gyllenskog		
Policy Council was asked if they had any questions about last month's Interim Policy Council minutes. No questions were asked or changes made to the April 29, 2024 Interim Policy Council minutes.		
Motion to approve the April 29, 2024 Interim Policy Council Minutes		
Motion: Anna Herrera	Seconded: Ashley Davis	Approved: Yes

6. Review Program Work plans (Program Governance, Financial & Administrative, ERSEA, EHS Centerbased, PHS Centerbased, Disabilities, MH, EHS Homebased, FD, Health & Pregnant Women) – Sarah Thurgood

Sarah explained that Workplans are done every year. They are the “nitty gritty” of all the performance standards and all requirements for every part of our program. These are not required any longer, however, we continue to do them so we can do self-assessments. It is a data point to ensure that processes are being implemented. They can be found online in the Learning Management System (LMS) Policy Council Training Course.

Amy asked what procedure would be followed if a child could not be picked up from one of the centers. Sarah said if a parent/guardian were not able to pick up a child, staff would review the emergency contact list for that child and try and contact those individuals. In an emergency situation, BRHS has a partnership with The Family Place where someone could come pick the child up and take them to their center until someone can pick the child up. Staff will wait quite a while for parents to show up. Steph said staff wait as long as possible. There have been instances where staff has waited up to 2 hours for a child to be picked up. Staff wants to ensure children are safe and comfortable.

7. Active Supervision Assessment Updates – Steph Wood

Steph said we are currently in the process of conducting follow-up risk assessments, as well as health and safety facility checks. These happen for each center and each classroom. Any concerns are addressed and properly taken care of. Teachers are contacted about how things are going and how teacher partnerships are working. Active supervision is closely reviewed. Playgrounds are inspected for safety and where teachers are positioning themselves for active supervision. Assessments are done quarterly. Support is given to staff and teachers by the Centerbased Coordinator, the Facilities Coordinator and Centerbased Managers. The SET (Social/Emotional) Team and mentor coaches also help. The data and information is used to constantly improve services and ensure active supervision processes are being implemented.

8. Program Performance – Sarah Thurgood

Sarah said everything is going well. No milestones, due dates or requirements for anything have been missed. Everything is looking good. We are beginning to work on our PIR (Program Information Report) which takes a few months to complete and includes data for the entire year.

9. Budget Committee & Fiscal Report – Alexander Quinn

Alexander Quinn reported that 2024-25 Fiscal Year is approximately 25% complete as of 4/30/24. Staff were asked to contact the Fiscal Office with any questions once budget reports are received and reviewed. The Fiscal Office is beginning the process for CACFP renewals with Utah and Idaho for the 2024-25 service year. The 2023-24 SEP distribution is currently estimated at 7-8%. The actual numbers are dependent upon closing the 2023-24 fiscal year and after a final review by the Fiscal Officer. The annual TANF review with Bill Foxcroft was on 4/22/24. We passed the review and are in good standing with TANF. The TANF grant year end is approaching (6/30/24). We do not anticipate needing to spend down any of these funds. Per Mr. Foxcroft, our next grant amount from TANF is expected to marginally increase. The Fiscal Office is scheduled to complete the annual audit during June 2024. The audit will be presented at the August Board meeting. A copy of the audit will be sent to Policy Council, as information only, once it becomes available. (This will include the audit of ERSEA eligibility requirements).

The Fiscal Office completed the year-end administration cost percentage calculation. As per grant awards, administrative costs can account for no more than 15% of total spending. Our results were PHS-9% and EHS-9%. The goal is to have the 2023-24 fiscal year closed by the end of May. The COLA grant application was automatically processed by Head Start this year and our grant award was increased by \$205,928 (\$124,573 for HS and \$81,355 for EHS) to accommodate the 2.35% COLA increase. We will not need to apply this year, however, the increase will need Board and Policy Council approval respectively.

Amy asked why there has to be a limit on income to enroll families. Sarah explained that when Head Start was first developed in the early 60's they specifically wanted a pre-school program for families that fall within certain income ranges. Amy wanted to make sure that no one gets left behind. Sarah said this is how it originally developed and as time went on this continued. Congress gives out the funding. The thought is that children who fall within a certain income range will always have pre-school services. In the 1990's we received one of the first Early Head Start grants (for children 0-3). We understand there are many others who could benefit from Head Start programs, but because of the way it is funded, it is designed to benefit the ones who need it the most first and then we are allowed to have up to 10% of over-income children.

Steph explained that Performance Standards allow us to enroll children who are in the bracket between 100-130%. We are given an allowance for 35% of our total funded enrollment children to be in this bracket. There are essentially three different categories – income eligible families, families who fall between 100-130% income bracket (up to 35%), and then we can also enroll 10% of the funded enrollment children who are above 130%. There is still a little wiggle room and we are still able to serve children who are in a little higher income bracket. We always ensure that income-eligible children are enrolled first. An over-income child with high points is always considered. Performance Standards require selection criteria, which are based on the specific needs of the family. Part of the point system is that a family would get points based on where they fall in their income bracket, points if it is a single-parent home, points if they are on an IEP or an IFSP. Points are also based on the education of the parents. Homelessness and foster care are also another ranking consideration. Working with specific agencies, such as DCFS, will also give them points. Every application is ranked by this point system, which is followed carefully. We cannot deviate from the selection criteria within the Performance Standards. Children/families with the highest needs are moved to the top of the wait list.

Whitney asked if there are any points awarded based on lack of community resources, or if it were strictly family-based? Sarah said in the Performance Standards, there is an allowance for situations where there are no available community resources within driving distance. These areas can be classified as “under-served”. Criteria such as whether or not there is public transportation, and whether there are no specific resources in the area, are considered. Whitney said her child is considered “over-income” but they live in Paris, ID. Because her husband works in the medical field they are there under the critical care access, but it is difficult because there are limited options. Sarah said Paris, ID is tricky because often incomes will be higher, but housing is also much higher and it is a geographically isolated area. Montpelier has some services, however, everything around Bear Lake is very spread out. Paris is a concern and that is a great area to enroll TANF children because of earning trends in the Bear Lake County service area. Ten percent (10%) of enrollment may be for children considered over-income. Sarah said the legal definition of homeless is the McKinney-Vento Act, a federal law created to support the enrollment and education of homeless students. If there are multiple families living together in one home, that is legally classified categorically eligible under this Act. This can also include housing that is considered temporary and/or unsafe (e.g. foster care).

Amy asked if a couple who are not married and living together is considered multi-family. Sarah

said that would be considered one household. Kristie said there are guidelines and criteria for the McKinney-Vento Act, so situations can be considered on a case-by-case basis (e.g. not having enough beds in a home). Sarah said when community assessments are done, the Bear Lake area can be difficult to get accurate data because some families only live there seasonally.

10. Director's Report – Sarah Thurgood

The Brigham City lease was recently renewed. There was a recent incident where a child injured his fingers in the door. The landlord felt so bad he did not increase the lease. New doors were purchased and installed.

11. Board Report – Sarah Thurgood

Sarah said there are four new Board members.

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

No concerns or items were discussed.

13. Community Report – Policy Council Representatives

Cache County Gardeners' Market is every Saturday morning at 199 N. Main in Logan. Home Depot offer kids craft kits on Saturdays. Jr. Ranger Day is tomorrow at the Bear Lake State Park. Black & White Days will be Saturday in Richmond. A gem show is happening at the Cache County Fairgrounds this weekend. A suicide prevention walk is happening tomorrow from 11-12 p.m. starting at the Cache County Courthouse.

14. Parent Committee Report – Policy Council Representatives

Amy said it was amazing and she likes the songs that help with reminders.

15. Calendar Review – Kristie Curtis

Paris, ID Parent Meeting was held last night. Kristie thanked all those who joined. She also thanked Policy Council members. June 13 is the last day for extended day classes. A Budget Committee meeting will be held on June 18 @ 10:00 a.m. The next Policy Council meeting will be June 20 @ 7:00 pm. Board Meeting will be June 25 @ 5:00 p.m. Recruitment Flyers were sent out to Policy Members in their packets; Kristie asked that everyone help spread the word.

16. Vote to adjourn the May 16, 2024 Policy Council Meeting – Amy Gyllenskog

With no other business to conduct, the May 16, 2024 Policy Council Meeting was adjourned at 8:12 pm.

Motion to adjourn the May 16, 2024 Policy Council Meeting

Motion: Whitney Miles

Seconded: Ashley Davis

Approved: Yes