



## Policy Council Report

April 29, 2024 Interim Policy Council Meeting Report

1. The hire request of Rachel Garrett as a Health Specialist was approved.
2. The hire request of Rachel Anderson as an EHS Family Educator was approved.
3. The hire request of Chloe Chandler as a PHS Teacher Assistant (Paid Internship Position) was approved.
4. The transfer request of Betty Samuelson from PHS Smithfield Teacher Assistant to PHS Hyde Park Disabilities Assistant/Nutrition Aide was approved.

\*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



## Policy Council Report

May 16, 2024 Policy Council Meeting Report

1. The hire request of Mercedes Gonzales as an On-Call Teacher Assistant was approved.
2. The One-Time Funding Request for 16 window replacements in Head Start/Early Head Start classrooms was approved.
3. The 2024 COLA of 2.35% was approved.
4. The April 18, 2024 Policy Council Meeting Minutes were approved.
5. The April 29, 2024 Interim Policy Council Meeting Minutes were approved.
6. The Program Workplans (Program Governance, Financial & Administrative, ERSEA, EHS Centerbased, PHS Centerbased, Disabilities, Mental Health, EHS, Homebased, Family Development, Health & Pregnant Women) were reviewed.
7. Active Supervision Assessment Updates were given.
8. Program Performance Report:
  - Everything is going well. No milestones, due dates or requirements have been missed.
  - Beginning to work on our PIR (Program Information Report) which takes a few months to complete and includes the entire year

9. Budget Committee/Fiscal Report:

- 2024-2025 Fiscal Year is approximately 25% complete as of 4/30/24
- Staff were asked to contact Fiscal Office with questions once budget reports are received and reviewed
- Beginning the process for Utah and Idaho CACFP renewals for 2024-2025 service year
- 2023-2024 SEP distribution is currently estimated at 7-8%
  - Actual numbers are dependent on closing the 2023-2024 Fiscal Year and a final review by the Fiscal Officer
- Annual TANF review with Bill Foxcroft was on 4/22/2024
  - We passed the review and are in good standing with TANF
  - TANF grant year end is approaching (6/30/2024)
    - We don't anticipate needing to spend down any funds
    - Next grant amount from TANF is expected to marginally increase
- Annual Fiscal Audit is scheduled for June 2024 which includes the audit of ERSEA eligibility requirements
  - The Audit will be presented at the August Board Meeting
  - A copy of the audit will be sent to Policy Council as information only
- Year-end administration cost percentage calculation was completed
  - As per grant awards, this cost cannot account for more than 15% of total spending
  - The results were PHS: 9% and EHS: 9%
- Goal is to have the 2023-2024 Fiscal Year closed by the end of May
- The COLA grant application was automatically processed by Head Start this year
  - Grant award was increased to \$205,928 (\$124,573 for HS and \$81,355 for EHS) to accommodate the 2.35% COLA increase
    - No need to apply for the COLA funding this year but the increase will need to be approved by Policy Council and Board
- Policy Council inquired why there is a limit on the income to enroll families. They do not want anyone to get left behind.
  - When Head Start was first developed in the early 60', the specifically wanted a preschool program form families that fall within certain income ranges. Congress gives out the funding. The thought is that children who fall within a certain income range will always have preschool services.
  - We received one of the first Early Head Start grants (for children ages 0-3) in the 1990's.
  - 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 most first. We are then allowed to enroll up to 10% of over income children.
  - We are allowed to enroll 35% of our slots with children whose family income falls within 100-130% of poverty
  - We have selection criteria from the Performance Standards that also allow us to place children with the highest needs at the top of our waitlists
    - Certain cities within our service areas, such as Paris and Montpelier, Idaho are tricky because incomes are higher as well as housing costs
    - Some areas do not have as many resources

- We use TANF funding in areas like Paris to be able to enroll children who are considered over income
- According to the McKinney Vento Act the legal definition of homelessness includes multiple families living in the same home, families living in temporary housing or unsafe housing. There are criteria to qualify as homeless and every situation is considered case-by-case.

10. Director's Report:

- Brigham City lease was recently renewed
  - The lease amount was not increased due to a child's injury from the door
  - New doors were purchased and installed

11. Board Report:

- There are four new Board Members

12. Policy Council Concerns & Other Discussion Items:

- No concerns or items discussed

13. Community Report:

- Every Saturday morning: Cache County Gardeners' Markert at 199 N. Main Logan
- Saturdays: Home Depot offers craft kits for kids
- May 17: Suicide Prevention Walk starting at the Cache County Courthouse from 11am-12pm
- May 17: Jr. Ranger Days at the Bear Lake State Park
- May 18: Black & White Days in Richmond
- May 18-19: Gem Show at the Cache County Fairgrounds

14. Parent Committee Meeting Report:

- Policy Council said last meeting was amazing. They like the songs that help with reminders with Conscious Discipline.

15. Calendar Review:

- Paris, ID Parent Committee Meeting was held last night
  - Thank you to all who joined and Policy Council Members!
- June 13: last day for extended-day classes
- June 18: Budget Committee Meeting at 10am
- June 20: Next Policy Council Meeting at 7pm
- June 25: Board Meeting at 5pm
- Recruitment flyers were sent out to Policy Council Members in their packets; please help spread the word

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