

Officer Signature _____

Date 09-19-2025 _____

BEAR RIVER HEAD START POLICY COUNCIL 2024-2025 Interim Meeting Minutes

Date: Friday, September 12, 2025	Start Time: 8:00PM End Time: 8:10PM	Location: Dialpad Meetings: 1-888-602-7505	
2024-2025 Policy Council Members' Attendance		YES	NO
Josie Smith* (Chairperson)	Brigham Representative	X	
Chad Alvey*	Tremonton Representative		E
Gilbert Sanchez* (UT HSAC)	Hyde Park Representative	X	
Cassidy Macoubrie* (Vice Chairperson)	Logan Representative	X	
	Hyrum Representative		
Haylee Fellows*	Smithfield Representative	X	
	Richmond Representative		
Karli Leonardi* (Secretary & ID HSAC)	Malad Representative	X	
	Paris Representative		
Kristin Fellows*	Preston Representative		E
Festus Odunuga*	Nest/Koop Representative	X	
	Fishpond Representative		
	Board Representative		
Justin Nuñez*	Community Representative		X

*Trained & Seated Policy Council Members

Members needed for a Quorum: 5	
Number of Voting Members who attended the meeting: 5	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 1
Do we have a Quorum? YES	
Meeting Called to Order By: Josie Smith (Policy Council Chairperson) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator), Cassie Petersen (Child Development Manager & Facilities Coordinator), Tiffany Forbis (Fiscal Assistant)	

1. Vote to approve the hire request of Sierra Egbert Trujillo as a Fiscal Assistant – Tiffany Forbis

Sierra has experience in utility building and operations management. Outside of work she likes to stay active with her dog and husband by going on adventures. Sierra is enrolled remotely in Salt Lake City Community College to get her AA so it is fully online. Policy Council clarified the position Sierra is requesting to be hired for. She is requesting to be a Fiscal Assistant and will work in the Administrative Office in Logan.

Motion to approve the hire request of Sierra Egbert Trujillo as a Fiscal Assistant

Motion: Gilbert Sanchez	Seconded: Festus Odunuga	Approved: YES
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2. Vote to approve the hire request of Airelle Grimaud as an EHS Pond Infant/Toddler Teacher – Steph Wood

Throughout Airelle's professional career she has worked in various fields but she quickly discovered her passion is working in child care. While in college, she completed an internship at a preschool in Nibley and realized this was the work she was meant to do. Since then, Airelle has worked in a day care and two preschool facilities. She has experience working with children from newborn to five years old. She feels confident in her ability to connect with children of all ages while creating a safe, nurturing environment. Airelle has experience developing and carrying out lesson plans, adapting to a variety of schedules and personality types and collaborating with families to support their child's growth and learning.

Motion to approve the hire request of Arielle Grimaud as an EHS Pond Infant/Toddler Teacher

Motion: Karli Leonardi

Seconded: Cassidy Macoubrie

Approved: YES

3. Vote to approve the promotional transfer request of Neyda Hernandez from ERSEA Assistant to ERSEA Manager – Kristie Curtis

Per the BRHS Employee Policies:

TRANSFER

The program may initiate a transfer by requesting an employee to make either a temporary or long-term job transfer in order to accommodate business necessity.

Neyda has been with Bear River Head Start for the last two years as an ERSEA assistant. Prior to that, she worked as a Director for Little Wonders Preschool so she has some experience in managing. Neyda has worked with different programs and centers where doing paperwork and keeping confidential files is extremely important. That is something she can take with her to this new position.

Motion to approve the promotional transfer request of Neyda Hernandez from ERSEA Assistant to ERSEA Manager

Motion: Gilbert Sanchez

Seconded: Karli Leonardi

Approved: YES

4. Vote to adjourn the September 12, 2025 Interim Policy Council Meeting – Josie Smith

With no other business to conduct, the September 12, 2025 Interim Policy Council Meeting was adjourned at 8:10pm.

Motion to adjourn the September 12, 2025 Interim Policy Council Meeting

Motion: Festus Odunuga

Seconded: Cassidy Macoubrie

Approved: YES