

Chairperson Signature Amy Gyllenskog

Date 06-05-2024

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

Date: Thursday, April 18, 2024	Start Time: 7:00PM End Time: 8:04PM	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	X	
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		E
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		X
	Fishpond Representative		
Kila (Gifford) Carey*	Fishpond Alternate		X
Cindi Hill	Board Representative	X	
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: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Program Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator), Debbie Zilles (Fiscal Office Manager)	

1. Vote to approve the hire request of Wendy Reed as the PHS Richmond Classroom

Assistant – Steph Wood		
Wendy is hoping to be hired as the Richmond Classroom Assistant. She’s been volunteering at various Preschool Head Start classrooms over the past three months. She’s really enjoyed it and would love to work in the Richmond classroom. Wendy was a stay-at-home mom for 28 years. She’s spent time caring for her grandchildren and one school year working in an elementary school as a math aide for first grade students. She’s hoping this will work out and she can work in the Richmond classroom.		
Motion to approve the hire request of Wendy Reed as the PHS Richmond Classroom Assistant		
Motion: Festus Odunuga	Seconded: Tasneem Mussaji	Approved: Yes

2. Vote to approve the hire request of Sarah Hughes as an On-Call Teacher Assistant for all areas – Steph Wood		
Sarah moved to Logan, Utah last year from Idaho. She was working to finish up her degree in Veterinary Technology at the time. When she moved here she was looking for a job and was offered a position to be a Preschool Teacher at Little Wonders. She has been there since August and gets to see the children graduate at the end of May, which will be fun. Sarah found her passion for teaching instead of being in a clinic. She fell in love with this age group and has noticed that her favorite thing about them is they teach her a lot about the little things in life. She can’t wait to learn more from them as she helps them learn.		
Motion to approve the hire request of Sarah Hughes as an On-Call Teacher Assistant for all areas		
Motion: Justin Nuñez	Seconded: Kristin Fellows	Approved: Yes

3. Vote to approve the hire request of Karen Hernandez as an On-Call Teacher Assistant for all areas – Steph Wood		
Karen is 19 years old. She is the middle child of five kids in her family and grew up in Hyrum. She is currently attending Snow College in Ephraim, Utah with a major in Early Childhood Education. She wanted to go into Early Childhood Education because, for a long time now, it has been important to her that children get the appropriate guidance to succeed in education which also helps them succeed outside of school. Karen would like to be a part of that. She has worked with kids mostly in unprofessional settings such as babysitting for a long time. In her time at Snow, Karen volunteered at the local preschool about two times a week over a six month span. She would like to continue studying Early Childhood Education at Utah State University in Logan next Spring. Karen was asked if she’ll be here in the Logan area to be able to fill this position. Yes; she is almost finished with this semester. There are about two weeks left and then she will be moving back home to Hyrum.		
Motion to approve the hire request of Karen Hernandez as an On-Call Teacher Assistant for all areas		
Motion: Festus Odunuga	Seconded: Anna Herrera	Approved: Yes

4. Vote to approve the transfer request of Paige Gray from PHS Child Development Assistant for all areas to PHS On-Call Teacher for all areas – Steph Wood		
Paige was unable to attend the meeting. Policy Council was asked if they were okay with the Coordinator over her position introducing her or if they’d prefer to wait and have Paige attend a meeting to introduce herself. Policy Council stated they were okay with the Coordinator introducing her. Steph Wood shared information about Paige. Paige is requesting a transfer from Preschool Head Start Child Development Assistant to a Preschool Head Start On-Call Teacher. She is going to move back to Idaho for a short time to live with her family during the summer and then is planning on coming back in the fall to go to		

school at Utah State University. She is requesting the transfer so she can stay employed with us. She loves the program but can't work full time anymore. She is requesting the on-call position so she can continue her Master's Program in Speech and Language Pathology. We're excited for her. She's done a really great job for us and we just want to keep her.

Motion to approve the transfer request of Paige Gray from PHS Child Development Assistant for all areas to PHS On-Call Teacher for all areas

Motion: Justin Nuñez

Seconded: Anna Herrera

Approved: Yes

5. Vote to approve the Bear River Head Start Employee Policies – Sarah Thurgood

We have Employee Policies and Operational Policies and Procedures. These policies review everything we think employees might want to know and have explained to them. There are a lot of them and we usually don't change them. The Administrative Assistant reviewed them this year. She is very thorough and found a few things to adjust like grammar, etc. in the Operational Procedures. There were no changes made to the Employee Policies. They are posted on our website for all new employees to read through and all staff review them annually. Policy Council stated they appreciate the ability to recognize needed adjustments and that they were good catches.

Motion to approve the Bear River Head Start Employee Policies

Motion: Justin Nuñez

Seconded: Anna Herrera

Approved: Yes

6. Vote to approve the Bear River Head Start Operational Procedures – Sarah Thurgood

The Operational Procedures, as Sarah mentioned, have more detail and go over more topics that staff might have questions or be curious about. There weren't a lot of changes made to the Operational Procedures. Many simple changes like spacing, formatting and grammar adjustments were made. One section had the word "date" in English but the rest of the paragraph was in Spanish so it was adjusted to say "fecha" for consistency. In section 402 about mileage reimbursement for employees, the word "will" was changed to "may". Instead of stating that employees *will* receive a reimbursement that is equivalent to the IRS standard mileage rate, the wording was changed to state they *may* receive a reimbursement equivalent to that rate. This change was made because we need to be able to keep up with program funding. In the Performance Standards it states that grantees are able to reimburse staff at a lower rate if needed. That is something that will be looked at annually to decide what the mileage reimbursement rate will be. We also updated some wording to provide clarity regarding facilities for drug and alcohol testing if staff need to have testing done. It now states that before leaving to go to a testing facility, staff will reach out to the facility so they know someone is coming to receive testing. Most of the changes made to the Operational Procedures were minor. As situations occur, we write additional policies to meet those needs.

Motion to approve the Bear River Head Start Operational Procedures

Motion: Justin Nuñez

Seconded: Anna Herrera

Approved: Yes

7. Vote to approve the Bear River Head Start Fiscal Policies & Procedures – Sarah Thurgood

Our Fiscal Officer, Andy, reviewed and updated the Fiscal Policies and Procedures. Policy Council inquired about the places that were highlighted in these policies. In all three of the Policy and Procedure documents coming for review and approval during this meeting, anything that was adjusted is highlighted in yellow so it's easy to see really quickly. Andy adjusted the titles of the Fiscal Staff to reflect current positions. We do not have a Fiscal Consultant or Fiscal Coordinator at this time. When we have staff come and go, many times we will change the titles of who will be performing certain duties in policies if we no longer have staff that fill certain

positions. Andy opted to do that. Policy Council stated they look just fine. They are really good procedures and cover things really well. The good thing about having Andy, as a CPA (Certified Public Accountant) and with a CPA firm, is that he knows how the funding needs to be handled. He watches over the high-level responsibilities of managing the funds. That is his domain and that is the way it ought to be. Policy Council stated the policies look great.

Motion to approve the Bear River Head Start Fiscal Policies & Procedures

Motion: Justin Nuñez

Seconded: Tasneem Mussaji

Approved: Yes

8. Vote to approve the Bear River Head Start Policy Council Bylaws – Terrah Smith

It is a requirement in the Performance Standards to have a set of Bylaws to govern the Policy Council. There were a few changes made to them this year. All changes were discussed by the Administrative Assistant, Sarah and Kristie Curtis, the Family Services Coordinator. As with the policies just discussed, the changes made to the Policy Council Bylaws were pretty small. Some grammar and spacing adjustments were made throughout the document. All references to alternates were removed throughout the document. In the Head Start Act, which is another list of policies and procedures we must follow that is given to grantees from the Office of Head Start, it states that Policy Council must be composed of parents of children who are currently enrolled in the program and they must be a majority of the Policy Council Members. Elected Policy Council Members can also include members of the community but we must have more parents elected to Policy Council than Community Members. The Act doesn't outline the need to have Representatives and Alternates elected for each area of the program. We are moving toward just having a Representative elected for each area unless someone really wants to be the alternate for their area in which case, they can be. There are a couple of sections that relate to fundraisers, which we don't have Policy Council Members currently doing, and what needs to be done with the money raised. As Sarah has mentioned in the past, we are receiving the funding we need from the Office of Head Start right now so there isn't a need for parents to hold fund-raisers. At the beginning of both sections in the Bylaws, the word "May" was added to allow for those activities to be performed in the future if the need arises. There was some wording adjusted to add clarity relating to access of Executive Session Meeting Minutes and where they would be kept. An Executive Session is a special meeting that would be held with just the Policy Council Officers, who make up the Executive Committee, in regards to a concern like the termination of an employee. The Executive Committee would be able to have access to those meeting minutes and the minutes would be kept in the Fiscal Office. The name of the documents that outlines officer duties was also updated in the Bylaws. We also removed a section that outlined the necessity of having a Bylaws Committee. This was discussed at length. In the past we would elect a Bylaws Committee, which consisted of three or four Policy Council Members who would volunteer to review the Bylaws ahead of time and if they had any suggestions for changes or questions about them, they would communicate with us and we'd discuss with them. At the April Policy Council Meeting, they would then be asked to share their thoughts and we would also discuss with the whole Policy Council. A lot of times, if the Bylaws Committee had a question, we would discuss it with them and perhaps not all of that discussion would be shared during a Policy Council Meeting. We feel everyone on Policy Council should be included in those conversations and aware. We want those conversations about the Bylaws to be recorded in the meeting minutes as well. We want to have an open conversation about the Bylaws at a Policy Council Meeting so that everyone can participate and be aware. As they looked over the Bylaws, Policy Council was asked if they had any questions or anything to discuss or anything they'd like to talk about related to the changes that have been reviewed during the meeting tonight.

The member representing the Board stated they think the Bylaws are great but also asked about the section that outlines the meeting time for Policy Council as 5:00pm. Yes; that section

of the Bylaws states that Policy Council Meetings will be held at 5:00pm unless otherwise stated. We discussed changing that as well since Policy Council Meetings have typically been held later than that for the past few years. However, we left that as stated in the event that if another Policy Council group wants to hold their meetings earlier, we certainly could do that. We do have every Policy Council vote on a meeting time each year during their November meeting. Cindi stated that sounds good. No other questions were asked or discussion items brought up.

Motion to approve the Bear River Head Start Policy Council Bylaws

Motion: Kristin Fellows	Seconded: Anna Herrera	Approved: Yes
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9. Vote to approve the March 21, 2024 Policy Council Meeting Minutes – Amy Gyllenskog

Policy Council was asked if they had any questions about last month's meeting minutes. No questions were asked or changes made to the March 21, 2024 Policy Council Meeting Minutes.

Motion to approve the March 21, 2024 Policy Council Meeting Minutes

Motion: Anna Herrera	Seconded: Festus Odunuga	Approved: Yes
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10. 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: Anna Herrera	Seconded: Justin Nuñez	Approved: Yes
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11. Spring Policy Council Survey Reminder – Kristie Curtis

All Policy Council Members should have received a Google Form 2024 Policy Council Spring Survey. We are collecting those and are hoping to get them back by the end of April or May. Kristie can resend the survey if anyone didn't receive it. We use this data for Program Improvement regarding how Policy Council is trained, etc.

12. Program Performance Report – Sarah Thurgood

Every month ReNae Torbenson prepares the Program Performance Report from ChildPlus which is our database that tracks all of our data. We are hitting all of our milestones. There are no problems. Things are solid. The program looks really good.

13. Budget Committee & Fiscal Report – Alexander Quinn

Alexander wasn't able to make it to the Budget Committee Meeting this month but he was given the information from it. The 2024-2025 Fiscal Year is approximately 15% complete as of the 31st of March. The 2023-2024 SEP distribution is currently estimated at 7-8% and the actual numbers are dependent upon closing the 2023-2024 Fiscal Year and the Fiscal Officer's final review. The annual TANF review with Bill Foxcroft is scheduled for April 22, 2024. The goal is to have the 2023-2024 Fiscal Year-End closed by the end of April. We are also in the exploratory process of switching to a P-Card system for purchases. This would move us away from our somewhat antiquated purchasing process system and it would allow each Coordinator, and possibly specific managers, to be assigned a "P-card" they can use for purchases, such as for office supplies, food, or other supplies they may need. Currently, we require blue slips and/or PO's (Purchase Orders). This appears to be something we should implement to help us be adaptive and use technology to gain efficiencies (similar to switching to Gusto for payroll). This process change could be very beneficial in the long-run. The annual Fiscal Audit is being finalized with Rudd & Company (working out the scheduling for fieldwork). The audit will take place earlier than the prior year. We are targeting May 2024. Rudd & Company will also

complete the ERSEA eligibility audit. The COLA (Cost of Living Adjustment) Grant Application will need to be processed, finished and receive Board and Policy Council approval. COLA is set for 2024 at 2.3% for all staff. We are currently waiting for the official notice from Head Start so we can apply for the COLA again.

14. Director's Report – Sarah Thurgood

You guys just rock! That was a great Budget Committee Meeting Report.

We had our site visit from our Regional Office representatives last week. Policy Council and Board representatives Amy, Anna, Cindi and Suzie met with them. We like having all of you come to these meetings. Thank you. You guys were awesome! Our Coordinators and Management team rocked it. It was a great site visit and we got a lot done.

We had a couple of incidents that we have to report because that is the requirement. We had one in Brigham City regarding a child's fingers that got caught in the door during drop off. This incident has already been reported into the HSES system to the Office of Head Start and our Regional Office. They investigated it and are wrapping that process up. Anne from the Regional Office was here when it happened so Sarah was telling her about it in real time. Things are going well for the child. It is not great that that happened but things look good for the child. We are replacing the doors at that center.

Also while Anne was here, the day the Regional Office Representatives went to visit the Richmond and Smithfield Classrooms, we got a call from our Hyde Park Center. Some of our staff were worried about a strange odor. Sarah and Cassie Petersen, the Child Development Manager and Facilities Coordinator, went out to the center to meet with the staff. None of the alarms were going off so we knew we weren't dealing with anything dangerous. The issue they communicated was that while outside they could smell an odor. It differed depending on who was describing it. Some said it smelled like fish. Some said gasoline and some said it smelled like some electrical or chemical odor. Sarah was there for about an hour and a half investigating it. There is a laundry room in the center and Head Start is known for how well we clean and sanitize everything, which is a requirement. Inside of the washroom there were mops that had been used to clean the floors before the children arrived. The staff didn't have time to rinse them out before the children arrived. It is common that they will put them in a locked room while the children are there. The door to the room locks automatically and staff need to have a key to get into it. The smell of the wet mops with the cleaners that have been used linger in that washroom. All of our buildings have heating and air conditioning and there are heat and air exchanges that blow outside, taking the air from inside the building and that odor outside. That was what was occurring and what the staff were smelling. We had the Smithfield Fire Department come to double check and make sure everything was okay. They did not have their emergency lights on since we knew it wasn't an emergency. They helped the staff and kids know that it was safe and everything was fine. Some of them were in their uniforms while others weren't. They had their meters and they checked everything out and there was nothing concerning there. Their take was also that it was just the smell coming from the washroom. It was a great opportunity. The kids were getting ready to go back into the building. They had been outside for a walk and were going to go back inside to have lunch. Because the fire fighters were there in their uniforms, they gave the kids a little impromptu lesson and showed them their walkie-talkies. We want our staff to be cautious and careful because we have your kids and our number one priority is to keep them safe. Although there was nothing concerning going on, it was better safe than sorry. Policy Council was asked if they had any questions about either incident. Sarah will always report on incidences that occur.

Policy Council inquired if this is something the teachers should tell the parents about. This parent did not hear about this and their child goes to the Hyde Park Center. Yes, they should. The last time we had something similar happen at our Smithfield Classroom, they informed the parents that day. Sarah clarified with Policy Council that the parents who have children at the

Hyde Park Center were not made aware. That is correct; those parents on Policy Council were not told. Policy Council stated that is really frustrating and concerning. One Policy Council Member feels there is a lack of communication that they have experienced with teachers at the Hyde Park Center. They asked if we can follow up to make sure the teachers communicate about these situations. They asked "What if something did happen and no one told us about it?" If it had been a true emergency, we would have gotten the kids out and taken them to the emergency location, sent a mass text to the parents about the situation and asked them to come pick up their kids. It may have been because there wasn't anything concerning found that they did not communicate. Parents would like to know if any situations come up for some piece of mind rather than hearing about it later. We will notify the teachers and make sure all parents are made aware of all situations that happen. We understand that this is something parents would want to know and apologize that this happened. If Sarah has to report these situations to Policy Council and Board, parents need to be made aware as well. There is a balance between contacting parents and also calling in good faith. We try to not panic or jump to conclusions. We don't want to scare the kids so we try to use our best judgement in situations. We want to be sure we aren't calling parents too often when it isn't necessary but also feel that if there is a concern, and we do need to call, we need to be responsible and contact the parents. It's a fine line to balance and we're trying really hard to do that. We'll continue to work on this so parents are aware. We are grateful the kids and staff were fine.

Policy Council inquired about a discussion in their child's classroom during pick up today regarding the windows. One of the teachers said it gets muggy in the classrooms because the windows don't open. Policy Council wanted to pass this on because that probably makes more of a difference than we realize. We agree. When the windows don't open, sometimes the smells can mix together from food, the cleaning room and experiments in the classrooms such as baking soda with vinegar, etc. We are going to try to write for one-time money to replace some of the windows. The Hyde Park Center is pretty new and the windows are big so we won't be able to replace all of the windows but we're hoping to be able to replace at least one in each classroom and/or area where the children are to be able to open.

15. Board Report – Cindi Hill

Board met on March 26. Cindi wasn't able to attend the meeting but has the meeting minutes and was familiar with what was going to be discussed. They got some prospective Board Members and the Board voted to approve four new members: Misty Crawford, Zynthia Cornejo, Lucas Martin and Heather Crockett. That's really exciting news because the Board has been pretty small. They approved the Mid-year Homebased and Centerbased Child Development Outcomes as Policy Council did at their last meeting. They also approved the Mid-Year Family Development Outcomes and the good thing about that was that all three outcomes saw improvements. They approved the Organizational Charts and the Articles of Incorporation which have to be approved every year. Board approved the SEP Distribution of funds and the Contract from Jones Simkins' for Andy's services as our Fiscal Officer. They also approved the Audit Engagement with Rudd & Company for May and the Board Meeting Minutes. Sarah gave her report and they had the Budget Report and the Policy Council Report from Amy. At the end of their meeting, Board elected new officers. Seth Tait is the new Board Chair and Brooks Bodily is the new Board Vice-Chair.

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

Some questions and concerns were already discussed during the Director's Report. Policy Council was asked if there were any other concerns. No further questions were asked, concerns shared or items brought up for discussion during this agenda item.

17. Community Report – Policy Council Representatives

-Saturday, April 20: Little Lambs Diaper Drive from 10:00am-noon at 1125 W. 400 N. Suite 200, Logan, Ut
-Wednesday, April 24: Steppin’ up for Kids at County Court House (199 N. Main, Logan, Ut) from 4:00-5:00pm; pairs of children’s shoes will be displayed on the courthouse steps, each one representing a substantiated case of child abuse or neglect in 2024
-Wednesday, April 24: Breathwork Workshop at Elevate Breathwork (523 N. 300E., Millville, Ut) at 7:45pm; \$25 per person, bring a friend and get \$5 off your ticket and theirs
-Wednesday, April 24 and Thursday, April 25 : Youth Mental Health First Aid Certification with the Family Place held virtually at 9:00am on the 24th and 12:00pm on the 25th; a free class for youth ages 18 and over, register online at thefamilyplaceutah.org

18. Parent Committee Meeting Report – Policy Council Representatives

The last Parent Committee Meeting (PCM) Amy went to, they discussed some songs and rhymes that go with Conscious Discipline. The next one is coming up next week. The Spanish speaking Parent Committee Meeting is on April 23 and the English speaking Parent Committee Meeting is on April 24.
One of the questions on the Google Form about Policy Council asks if Policy Council is aware of the cross-communication between Policy Council and Parent Committees. Everyone should get a Policy Council Report. We have it in different formats and it is discussed at Parent Committee Meetings. This doesn’t fill the entire meeting of what is discussed but just a short portion that goes over the hires and transfers and certain policies that were approved, etc. so all parents in the program are aware.

19. Calendar Review – Kristie Curtis

-Tuesday, May 7: Little Lambs Diaper Giveaway for Box Elder Community at our Head Start Center (264 N. 200 E. Brigham City, Ut) from 5:00-7:00pm
-Saturday, May 11: Smithfield Health Days at Forrester Acres Park (50 W. 400 N., Smithfield Ut)
-Tuesday, May 14: Budget Committee Meeting at 10:00am for our Policy Council Treasurer to attend
-Thursday, May 16: Policy Council Meeting at 7:00pm
-Saturday, May 18: Richmond Black & White Days at the Fairgrounds
-Monday, May 27: Memorial Day, all staff off
-Tuesday, May 28: Board Meeting at 5:00pm for our Policy Council Chairperson to attend
Please remember to complete the Spring Policy Council Survey if you haven’t.

20. Vote to adjourn the April 18, 2024 Policy Council Meeting – Amy Gyllenskog

With no other business to conduct, the April 18, 2024 Policy Council Meeting was adjourned at 8:04pm.

Motion to adjourn the April 18, 2024 Policy Council Meeting

Motion: Anna Herrera	Seconded: Tasneem Mussaji	Approved: Yes
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