

Policy Council Approval

Chairperson Signature Amy Gyllenskog

Date AUG 15 2024

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

Date: Thursday, July 18, 2024	Start Time: 7:00PM End Time: 7:38PM	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		E
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	X	
	Paris Representative		
Whitney Miles*	Paris Alternate		E
Kristin Fellows*	Preston Representative		E
	Preston Alternate		
Festus Odunuga*	Nest/Koop Representative	X	
	Nest/Koop Alternate		
	Fishpond Representative		
Kila (Gifford) Carey*	Fishpond Alternate		X
Brooks Bodily	Board Representative	X	
Anna Herrera*	Community Representative	X	
Justin Nuñez*	Community Representative		E

***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)

1. Vote to approve the hire request of Emily Semadeni as a PHS Child Development Assistant for all areas – Steph Wood

Emily is originally from Vernal, Utah. She studied Home and Family Studies at Snow College and then came to Utah State University and got her Bachelor's Degree in Human Development and Family Studies. Emily has spent the last two years working with kids in Kindergarten through sixth grade at Edith Bowen Elementary. It was fun getting to see all of the different grades. She is excited to work with the kids at Head Start.

Motion to approve the hire request of Emily Semadeni as a PHS Child Development Assistant for all areas

Motion: Ashley Davis

Seconded: Anna Herrera

Approved: Yes

2. Elect a 2023-2024 Policy Council Vice Chairperson for the remainder of the year – Terrah Smith

Our Vice Chairperson had to resign from Policy Council for some family reasons so we now have this position open. Our elected officers remain seated in their positions from now until November when the new Policy Council will elect their officers for the next Policy Council year. We typically ask our elected officers for this year to attend that meeting to help train the new officers. All Policy Council Officers are expected to follow the Code of Conduct which means being professional, working together toward problem solving, etc. The main duty for the Vice Chair is to fill in for the Chairperson if they are unable to attend a Policy Council meeting. The Vice Chairperson would conduct the meeting. The Vice Chair would not be asked to attend a Board Meeting in place of the Chairperson. Policy Council was asked if there were any members that would be willing to put forth their name to fill the Vice Chair position. No nominations were made. Policy Council was asked if they had any questions about this position. No questions were asked. Policy Council was asked if they'd like to table this election until next month to give Policy Council Members more time to think about this. Policy Council stated they are okay with tabling this election until next month. Policy Council was asked if there were any members that were against tabling this election. No one stated they were against tabling the election.

Motion to table the election of the 2023-2024 Policy Council Vice Chairperson for the remainder of the year until next month

Motion: Ashley Davis

Seconded: Anna Sherman

Approved: Yes

3. Vote to approve the June 20, 2024 Policy Council Meeting Minutes – Amy Gyllenskog

Policy Council was asked if anyone had any questions about the minutes from the June 20 Policy Council Meeting? No questions were asked or changes made to the June 20, 2024 Policy Council Meeting Minutes.

Motion to approve the June 20, 2024 Policy Council Meeting Minutes

Motion: Ashley Davis

Seconded: Anna Herrera

Approved: Yes

4. Vote to approve the July 8, 2024 Interim Policy Council Meeting Minutes – Amy Gyllenskog

No questions were asked or changes made to the July 8, 2024 Interim Policy Council Meeting Minutes.

Motion to approve the July 8, 2024 Interim Policy Council Meeting Minutes

Motion: Anna Sherman

Seconded: Anna Herrera

Approved: Yes

5. 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: Stacey Clark

Approved: Yes

6. Budget Committee & Fiscal Report – Alexander Quinn

Tuesday we had a really short meeting. We discussed that the Fiscal Year for 2024-25 is approximately 40% complete as of June 30.

The TANF grant year ended June 30. We will be submitting our final invoice for the grant year ended June 30 by the end of the week.

The Fiscal Office is scheduled to complete the annual audit during July of this year. Discussion about Audit Fieldwork on July 22, 2024 was had. The Auditors have requested that they perform the majority of the test work remotely and are only expected to spend one day on-site. The audit will be presented at the September 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.

We have reached out to US bank and started vetting our options for the P-Card system. We are excited about the process and will keep the committee updated as we move forward.

7. Director’s Report – Sarah Thurgood

Sarah included information regarding our Richmond Classroom and recruiting in our service area in her Director’s Report. We have eight counties in our service area; three in Utah and five in Idaho. According to the Office of Head Start Performance Standards we must know where our recruitment and enrollment numbers are and make sure that is where we’re providing services. This can change over time. Sometimes there are certain areas, within our service area, that have more income eligible kids living there and sometimes the demographics change. Maybe a business has come in and is employing a lot of people and has a higher pay scale. This makes it really difficult to find income eligible families in those areas. With our grant, we are required to make sure that Board and Policy Council are aware of our ERSEA recruitment and enrollment status which includes what we are seeing and where we are with our numbers. This is why we complete a Community Assessment every five years and update it annually. During the Fourth of July weekend, Sarah was digging into our numbers. She’s been hearing from recruitment staff that the Richmond Classroom is really difficult to enroll. It is true that as businesses have moved out to that area, pay is going up and it’s hard to find families that qualify. Over the years, the School Districts have begun providing more preschool services as well. Looking at the statistics in Richmond, the number of families living at the poverty level or below, which is what Head Start recruits, is very low. In Logan, and the closer you get to Logan, the numbers of families living at or below poverty are higher because there are more people living in those areas. In the Logan area, and surrounding communities, housing is also more expensive. It is very common for more than one family to live in the same household or multiple generations to share a home. The recruitment opportunities become greater as you get closer to Logan.

Last month Sarah shared that the Richmond Classroom lease is up this year and the best deal we could get from Richmond City is \$1600 a month which includes utilities. We have been paying \$650 a month plus utilities. We decided that if we need to stay in the Richmond Classroom for another year we may do that because it’s getting close to the beginning of the school year. The plan would be to then identify another location for next year, perhaps at a school or in a different location other than Richmond. We were looking into this at the same time as looking at our recruitment and enrollment numbers. Currently, we have three (3) income eligible applicants for the Richmond Classroom. We’re supposed to have 15. Richmond, over the last several years, has become increasingly harder to recruit for. Traditionally we start that

classroom lower than 15 students and over enroll our classrooms closer to Logan where our greater waiting list is. Then over the year, as kids drop out in different locations, we try to find more kids to fill the Richmond Classroom. Our staff recruit during the summer, trying to fill all the slots. It's really easy to recruit in Cache County, in the Logan area, Hyrum, Smithfield, Brigham City, etc. Richmond and Paris, Idaho are hard to recruit for. Within the next couple of weeks we're going to have to make a decision. Are we going to stay in Richmond and pay a lot for rent knowing that we're not going to stay in that location after this year or do we want to pull that classroom back to Smithfield, Logan or Preston? We can add another class in our Logan Center that's part-day (The Richmond Class is part-day.) by doing a double session, a morning session and then an afternoon session in the same classroom. It would be really easy to do that in the Logan Center since we're already paying a set amount for rent. This would be a greater utilization of our building and our budget. The three kids that are currently trying to enroll in Richmond that are income eligible could get spots in Smithfield, which is 10 minutes from Richmond, or Preston, which is about 15-20 minutes from Richmond, whichever direction they'd like to go.

We have not made a decision yet. We're trying to gather more data before we make that decision. Right now we're canvassing all of the areas and documenting everything, all of our recruitment efforts and everyone we talk to. We're getting applications in but most of them are over income. We're really trying to exhaust the area and make sure that we've canvassed and recruited everywhere before we make the decision. Right now staff are hanging flyers, going door-to-door, going to events and libraries, everything we can to try and find income eligible kids. So far, we have just the three (3) and everyone else is over income. We have not signed the contract for the Richmond Classroom yet. It's still coming so if we decide to pull the classroom from Richmond and put another class in Logan and then have those Richmond kids go to Smithfield or Preston, we wouldn't be breaching our contract.

Policy Council was asked what their thoughts are about this. Policy Council stated it would be a good idea to move the three (3) income eligible kids and open up more spots in Logan. That serves the greater need and it makes sense to help more kids as much as possible. We will be making this decision in the next two weeks and we won't have another Policy Council Meeting before then. Policy Council was asked for an informal vote and how many would be opposed to that idea. None were opposed. Policy Council asked if the kids in Richmond would still get help. As we've been canvassing the area, we've learned that those not enrolled could get help from the School District at White Pine or Lewiston Elementary which have more preschool slots available. Some parents are saying that since their kids will be going to one of those schools anyway, they'd like to send them there for preschool so they are comfortable in those schools. More private preschools have been opening up as well. Co-op Preschools are really popular in Richmond right now where four to five parents get together and take turns teaching and it's free for their child to attend. There's lots of homeschooling in Richmond as well. Families have been homeschooling more than ever since COVID in that area. The children that qualify for Head Start services can attend our classrooms in either Smithfield or Preston. We have two Preston part-day classes, morning and afternoon, and one Smithfield extended-day classroom. We are supposed to provide services where they are needed. From this discussion we understand that if we need to make the decision to move the Richmond Classroom over to Logan and make sure those three (3) income eligible kids in Richmond get services at one of our other centers, (either Smithfield or Preston, whichever they'd prefer) and then not sign the contract with Richmond City, Policy Council would be okay with that. Policy Council stated they agree with that.

We're in heavy recruitment season right now. We really need kids in Paris, Idaho as well. If you know of anyone that is interested in the program, tell them to apply.

8. Board Report – Brooks Bodily

Brooks represented Board at the Policy Council Meeting tonight. At their June meeting, Board discussed and approved all of the health policies and procedures which included the Exclusion Policy, Infection Control Policy, Immunization Policy/Procedure and the Emergency Plan. They reviewed and approved all developmental outcomes and were excited to see all of the improvement made by the kids in all areas. Board discussed, reviewed and approved the Head Start Child Abuse and Neglect Policy. They also approved the Critical Fiscal Issues Procedure. They talked about the funding request for the Hyrum Classroom Outdoor Improvements which was approved by Board. They also approved their May Meeting Minutes. That's all of the action items they voted on. Board received the same updates from the Director, etc. as Policy Council at their previous meeting as well. As was mentioned in the Fiscal Report, they also discussed the audit coming up and the effort that is going to take. Brooks asked if anyone on Policy Council had questions for the Board. None were asked.

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

No questions or concerns were brought up for discussion during this agenda item.

10. Community Report – Policy Council Representatives

-Local Libraries are doing summer reading programs. Children can get prizes for reading.
-July 24: Logan City Pioneer Day Celebration; events all day starting at 7:00am at Willow Park (450 W. 700 S. Logan); Parade at noon and Fireworks at 10:00pm

11. Parent Committee Meeting Report – Policy Council Representatives

We haven't had any Parent Committee Meetings (PCMs) since school got out. The last one was a couple of months ago. Policy Council was asked if they had anything else to add for this agenda item. Nothing further was added.

12. Calendar Review – Kristie Curtis

For our August calendar we have:
August 5: Open House for Extended-day Classes
August 6: First Day of Extended-day Classes
August 13: Budget Committee Meeting at 10:00am (Policy Council Treasurer to attend)
August 15: Next Policy Council Meeting at 7:00pm
August 16: Screening Day for Extended-day Classes
August 27: Board Meeting at 5:00pm (Policy Council Chair to attend)
We are encouraging everyone to help spread the word about Head Start so we can get information for recruitment out to everyone in the community.

13. Vote to adjourn the July 18, 2024 Policy Council Meeting – Amy Gyllenskog

With no other business to conduct, the July 18, 2024 Policy Council Meeting was adjourned at 7:38pm.

Motion to adjourn the July 18, 2024 Policy Council Meeting

Motion: Festus Odunuga

Seconded: Stacey Clark

Approved: Yes