

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

| Date: Thursday, November 21, 2024 | Start Time: 7:00PM End Time: 8:39PM | Location: Dialpad Meetings: 1-888-602-7505 | |
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| 2023-2024 Policy Council Officers' Attendance | | YES | NO |
| Amy Gyllenskog* (Chair & Utah HSAC) | Hyde Park Representative | X | |
| 2024-2025 Policy Council Members' Attendance | | YES | NO |
| Josie Smith* | Brigham Representative | X | |
| Zuleyma Alvarado | Tremonton Representative | | E |
| | Hyde Park Representative | | |
| Cassidy Macoubrie* | Logan Representative | X | |
| | Hyrum Representative | | |
| Haylee Fellows* | Smithfield Representative | X | |
| Nathan Dent | Richmond Representative | X | |
| Karli Leonardi* | Malad Representative | X | |
| Zach Johnson* | Paris Representative | X | |
| Kristin Fellows* | Preston Representative | X | |
| Festus Odunuga* | Nest/Koop Representative | X | |
| Janeth Ocampo* | Fishpond Representative | X | |
| | Board Representative | | |
| | Community Representative | | |

***Trained & Seated Policy Council Members**

| Members needed for a Quorum: 6 | |
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| 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 (2023-2024 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), Cherie Pierce (Health & Wellness Administrator) | |

1. Policy Council Meeting & In-Kind Training – Terrah Smith

My name is Terrah Smith. I am the Administrative Assistant and have been working with you to complete the training and get you everything you need to be successful in your role as a Policy Council Member for Bear River Head Start this year. Many of you were able to join the meeting call last month where I provided some training throughout the meeting. I will be jumping in during tonight's meeting as well to give brief explanations about what needs to happen to help you understand how a Policy Council meeting runs and what you can expect.

As a reminder of some expectations for Policy Council Members:

- You are encouraged to attend Policy Council Meetings and also your Parent Committee Meetings. You will take the Policy Council Report back to your Parent Committee Meeting to share with the parents what happens at these meetings. You will communicate information back and forth. If a parent in your Parent Committee has a concern or something they'd like to discuss they may bring it to you. First, please encourage parents to talk with the staff member

involved (Teacher, Educator, Family Advocate, etc.). If there are still concerns after that, make Terrah or your Family Advocate aware there is something you'd like to discuss during a Policy Council Meeting so they can be addressed. If needed, they may be discussed during Policy Council;

- You are asked to complete a Release of Information form so your contact information can be shared with other Policy Council Members or Bear River Head Start staff as needed;
- During the meetings we ask that you listen, are attentive, ask questions, make comments and participate in voting;
- Please stay on the call for the entire meeting to ensure our quorum and that you can share the information with the parents from your area of the program;

A quorum must be present to begin a Policy Council Meeting and to vote on agenda items for approval. A quorum is a majority, or at least 51%, of elected Policy Council Members. Policy Council votes on items such as hires and transfers, policies, procedures, grant applications and other items. After Policy Council votes, most of the items are taken to our Board of Trustees for them to consider and vote. Our Board is a group of professionals from the community. They are responsible for the fiscal and legal aspects of the program. Policy Council is responsible for the direction of the program and works with staff during Policy Council Meetings to help with that. Policy Council votes on most items before Board so the Board can also consider the voice of the parents when voting. Items have to be approved by the appropriate governing body before a person can begin working in their position or policies can be implemented in the program. Note the items on the agenda that have an asterisk next to them are items you will receive information about in your packet every month to review before the meeting. Most of the time these are items you will be voting on so we ask you to be aware of the information before the meeting so you can bring your questions or comments. Typically there is a cover page included with policies called an executive summary at the beginning of each document to give you a brief overview of what it is and if there were any changes made to it.

I will be asking for you to send me your Policy Council In-kind time every month. All you have to do is respond to my email and tell me how much time you had. Because Bear River Head Start is a federally funded agency, we are required to receive a percentage of our funding through donations or in-kind. This can be actual material donations, discounts on items we purchase or volunteer time. You should be working with your advocates and educators or teachers to send in most of your in-kind time and they should have explained to you what time counts as in-kind. For Policy Council, you will send me the time it took you to do everything that is specific to Policy Council except for attending the meetings. I fill out a sign-in sheet for our call-in meetings with everyone's name who attends the meeting along with the length of the meeting so we can count that for in-kind. The time you'll report to me includes things like reading through the packets of information sent out, reading and responding to my texts or emails, any training you've done to be on the Policy Council and completion of the forms sent out, etc. Policy Council was asked if there were any questions about in-kind. No questions were asked. Policy Council was encouraged to ask questions as they need.

Amy, as last year's Policy Council Chairperson, is conducting the meeting tonight. She will announce each item on the agenda and turn it over to the person that needs to share information on it. After discussion occurs, she will conduct the vote for items that need to be voted on.

Amy just went through all of the hires and transfers. Those are always done at the beginning of the meeting. We have them introduce themselves and Policy Council has the opportunity to ask questions if they want before that person leaves the call. Before we can vote to approve or disapprove a hire, transfer or electing someone to a position, that person needs to leave the meeting. We follow Robert's Rules of Order. I shared some information about this voting process last month and we'll talk about it more at next month's meeting. You are doing great

with it. We ask for good participation from everyone during the voting process and the meeting, to ask questions, make comments so everyone knows what's going on, what is being approved and has good information.

2. Vote to approve the hire request of Niya Hawker as a PHS Logan Teacher Assistant – Steph Wood

Niya has previously worked as a Physical Therapist Technician where they served all ages with any physical condition. Over this past summer she had the opportunity to also work in a Dental Office and has been granted the wonderful privilege of working with pediatrics again. Niya has loved her duties and working with kids. This is something she is very interested in doing as well.

Motion to approve the hire request of Niya Hawker as a PHS Logan Teacher Assistant

Motion: Karli Leonardi

Seconded: Janeth Ocampo

Approved: Yes

3. Vote to approve the hire request of Ryan Griffiths as a PHS On-Call Teacher Assistant – Steph Wood

Ryan graduated in December 2023. Part of his degree is in Psychology and he tried to focus on the area of early childhood as much as he could while going to college to fulfill that degree. Ryan has had various callings in his church and has been able to work one-on-one with the youth. He has enjoyed it and working with his four children as well. He's grateful for the opportunity to be working with Bear River Head Start. Policy Council stated after looking at Ryan's resume and other information that it appears he has more of a blue collar background where he's done a lot of work in those areas. This Policy Council Member was curious to see, after understanding he has a degree in Psychology and went to school for that type of stuff, if this is the direction Ryan is headed in more dominantly. They asked what made Ryan want to go in this direction. Ryan started doing other side hustle jobs right after he got married. He's always been good with his hands and doing things such as building houses, etc. When Ryan graduated, his whole idea was to teach. Part of his degree is in Social Studies and he's come to find that finding a job teaching History and Social Studies classes is difficult. It takes a long time for these teaching positions to come open. Ryan had a fairly traumatic upbringing and as he was studying Psychology, that helped him. He recognized how that could help other children. He wishes he'd known then what he knows now.

Sarah thanked Policy Council Member Zach Johnson for asking great questions during the meeting and about this hire request for an On-Call Teacher Assistant. During that discussion, Sarah checked into this hire request further with the Centerbased Coordinator. Zach was correct that Ryan Griffiths does not have a lot of experience in this field. The regular staff who interview for Centerbased staff were not there the day Ryan was interviewed so someone else did so. Steph Wood, as the Centerbased Coordinator, stated that as we've reviewed his experience further, from what we're seeing and the fact that he doesn't have any experience in a professional setting with children of this age, it is probably best to not proceed forward with the vote to approve the hire request of Ryan Griffiths tonight. We will pull this one and get more information. If we want to bring him back for approval at the next Policy Council Meeting, we may do so. Since we didn't follow the normal protocol we will go back and make sure to do a second interview with the normal staff that are usually part of the interview process and go from there.

This is a really good example of showing that Policy Council has the ability to ask questions. We listen to your questions. Your question was really good and when we looked into this further, we could see that we should wait on this one, do our due diligence and may bring it back next month. This is the perfect example of Policy Council Members asking questions and helping us, as we're listening to the meeting, think about and question things too. We'll pull this and not vote on the On-Call Teacher Assistant position at this time. We'll just move forward with the meeting.

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| Steph will take care of contacting Ryan and letting him know the status of this request. | | |
| Motion to approve the hire request of Ryan Griffiths as a PHS On-Call Teacher Assistant | | |
| Motion: --- | Seconded: --- | Approved: No |

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| 4. Vote to approve the hire request of Ava Fretz as a CACFP Assistant – Cherie Pierce | | |
| Ava got married about three months ago and she and her husband moved back to Utah in August. She's a Sophomore at Utah State University here in Logan. Ava is working toward a career in Labor and Delivery. Right now she's doing her prerequisites to hopefully later apply to the online Nursing Program at Weber State. Ava has always loved working with children. She was a nanny for about six years which taught her to be patient, responsible and how to manage schedules and tasks efficiently. Her experience working with children and her attention to detail make her a great fit for the CACFP Assistant position. She's excited to contribute to helping the children and adults in the program receive nutritious meals and helping with whatever their needs might be. Ava thanked Policy Council for considering her for this position. | | |
| Motion to approve the hire request of Ava Fretz as a CACFP Assistant | | |
| Motion: Janeth Ocampo | Seconded: Karli Leonardi | Approved: Yes |

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| 5. Vote to approve the hire request of Azalea Gardner as the PHS Brigham Extended-Day Aide – Steph Wood | | |
| Azalea applied for the Extended-Day Aide position. She graduated from Weber High School in 2024. She loves the outdoors and everything with nature. Some of her hobbies are reading, writing and making all kinds of art. Azalea also likes to go to gym. She has high aspirations to go into Psychology or Criminal Justice related fields. In High School, she took AP Psychology classes and many concurrent enrollment classes involving Criminal Justice, Psychology and Child Development. Azalea has always had a passion for working with children. She's spent her whole life being around children and doing small nanny jobs. She really enjoys helping out the youth and being a kind of support system for the younger generation. She's very excited about this opportunity. Azalea thanked Policy Council for their time. | | |
| Motion to approve the hire request of Azalea Gardner as the PHS Brigham Extended-Day Aide | | |
| Motion: Karli Leonardi | Seconded: Janeth Ocampo | Approved: Yes |

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| 6. Vote to approve the transfer request of Madison Kauffman-Smith from PHS Logan Teacher Assistant to PHS Extended-Day Logan Teacher – Steph Wood | | |
| Madi has been working with Bear River Head Start for about a year and a half now. She just graduated with her Associate's Degree in the spring from Utah State University and recently finished her CDA (Child Development Associate's) Certificate. It has been really fun to work at Head Start. Madi enjoys the positive aspect and environment we have. | | |
| Motion to approve the transfer request of Madison Kauffman-Smith from PHS Logan Teacher Assistant to PHS Extended-Day Logan Teacher | | |
| Motion: Zach Johnson | Seconded: Karli Leonardi | Approved: Yes |

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| 7. Vote to approve Justin Nuñez as a 2024-2025 Policy Council Community Representative – Terrah Smith | | |
| Justin has been on the Policy Council for a couple of years. His children were in the program many years ago. They are all grown up now. Justin volunteers and does a lot of work in the community and has for many years. He believes in the Head Start program. He feels it's one of the best programs we have in the country, but also feels like our program here in the northern area of the state is one of the best around. He loves being part of it and able to help where he | | |

can. Policy Council asked about Justin’s background as a business owner. He’s been a realtor for 19 years in the northern half of the state in the Cache Valley area. Policy Council asked what his favorite part about being on Policy Council is. Justin loves it when we have new people applying for positions. He loves to hear their stories and what their goals are. He loves to see the dedication. Justin feels like everyone is really dedicated to the program, like when staff request to transfer positions. To be able to facilitate that transfer for them and the fact that they want to try a different position and not just leave shows dedication. He really loves that aspect of it. When someone wants to transfer, it signals and shows they believe in the program enough and we want to keep good people in the program. It takes some time to figure out how the program works. Retention is really important for the program and the program’s excellence. We have Community Representatives serve on Policy Council as voting members. They represent the community that is served by our Head Start agency. They may include parents of children who were formerly enrolled in Head Start, just like Justin mentioned. Each year a Community Representative wants to be part of Policy Council, they have to complete the application and be approved by the current Policy Council. That is what Justin attended the meeting for tonight.

Policy Council Members were asked if they know anyone they feel would be a good Community Representative to serve on Policy Council. If so, send the contact information to Terrah via email and we can reach out to see if this would be a good fit for them. Policy Council was asked if they had any ideas of potential Community Representatives during the meeting. No one was mentioned.

Motion to approve Justin Nuñez as a 2024-2025 Policy Council Community Representative

Motion: Josie Smith

Seconded: Kristin Fellows

Approved: Yes

8. Elect the 2024-2025 Policy Council Chairperson – Terrah Smith

We will be electing all of our Policy Council Officers for this next Policy Council Year tonight. All of our officers will remain seated in their positions from now until next November, a year from now, when the new Policy Council is elected and they elect their officers for the new Policy Council year. The officers elected for this year may attend that meeting, just like Amy is attending tonight, to help train the incoming officers and with that process.

We expect all Policy Council Officers to follow the Code of Conduct, which means being professional and working together toward problem-solving.

The main duties of the Chairperson include approving agendas the Administrative Assistant puts together and emails them. They will review the agendas and make sure everything looks good. They will conduct each Policy Council Meeting. The Chairperson will not vote at Policy Council Meetings unless they need to break a tie. They also sign policies and documents that are approved during meetings to record Policy Council approval. They automatically have a seat on our Board of Trustees. The Policy Council Chairperson attends Board meetings, which are held the fourth Tuesday of each month at 5:00pm, as a voting member. Board meets in person but there is also an option to call into those meetings, especially for someone who lives further away. During the Board Meetings, the Policy Council Chairperson gives a short report about what happened at Policy Council so there is good cross-communication between both the Board and Policy Council. They can also share any thoughts or questions that came up during Policy Council when Policy Council was discussing and approving an item. That gives Board the opportunity to take in the parent perspective when they are voting. If we do need to hold interim meetings, the Administrative Assistant will reach out to the Chairperson to get those scheduled. Amy as last year’s Chairperson was asked to share some thoughts about being the Chair. Amy has enjoyed being the Chairperson. It has been really easy. She’s gotten help throughout the whole time. Staff make it really easy to be comfortable and get into the flow of things. She’s

enjoyed being able to watch everyone progress as people go through and things like that. She loves being able to help support the kids. Her daughter was in the preschool and she's trying to get her son enrolled. It's just a wonderful program all the way around. She's been happy to serve as Chairperson. Thank you, Amy.

Policy Council was asked if they had questions about the Chairperson position. No questions were asked. Policy Council was asked for volunteers to put forth their names to fill the Chairperson position. Josie Smith put forth her name. Awesome! Thanks, Josie. Further volunteers were asked for. No other nominations were made. Josie was asked to leave the call for the voting process.

Congratulations, Josie! You were elected as the Chairperson. The Administrative Assistant will send Josie information about what she needs to do to be ready to attend Board Meetings and work with her. Our next scheduled Board Meeting is this upcoming Tuesday, November 26 at 5:00pm. Josie asked where Board Meets. They meet in Logan and we can talk about options for Josie to join those meetings virtually if she isn't able to drive up, especially during the winter months.

Motion to elect Josie Smith as the 2024-2025 Policy Council Chairperson

Motion: Karli Leonardi

Seconded: Cassidy Macoubrie

Approved: Yes

9. Elect the 2024-2025 Policy Council Vice Chairperson – Terrah Smith

The main duties of the Vice Chairperson is filling in for the Chairperson by conducting a Policy Council Meeting in the event the Chairperson cannot attend a Policy Council Meeting. One thing to be aware of for the Vice Chair is that we would not ask them to attend a Board Meeting if Josie is unable to do so. Policy Council was asked if they had any questions about the Vice Chairperson position or duties. No questions were asked. Policy Council was asked for volunteers to put forth their names to fill the Vice Chairperson position for this next year. Haylee Fellows put forth her name. Thank you! Awesome! Further volunteers were asked for. Cassidy Macoubrie also put forth her name. Further volunteers were asked for. No other nominations were made. Because two Policy Council Members put forth their names to fill this position, Haylee and Cassidy were asked to share a little about themselves before the voting.

Haylee is a first-time mom. She has a four-year-old, little hyperactive child. He just started preschool this year and has been learning a lot. Haylee collects American Girl Dolls and is just a kid at heart. She plays video games and gets along well with kids. She's always loved and wanted children. She loves being around kids and knowing they are getting taken care of. Haylee asked if Policy Council had any questions for her. No questions were asked.

Cassidy is a mother of two. Her youngest is in Head Start right now. She has her degree in Elementary Education and taught Kindergarten for a couple years before she had kids. Since then she has been a substitute teacher in the Cache Valley and Logan School Districts. Cassidy has a strong passion for making sure our children are taken care of and their needs are met. Policy Council was asked if they had any questions for Cassidy. No questions were asked. Haylee and Cassidy were asked to leave the call during the voting process.

Policy Council asked for clarification on which elected officers can and cannot vote during a Policy Council Meeting. The Chairperson does not vote during a meeting. They will lead the voting process and everyone else will vote. Only in the situation of a tie would the Chairperson vote to break that tie. All of the other elected officers will vote at every meeting. It is only the Chairperson, or the officer conducting the meeting, who would not. An individual vote was taken for each nominee. The majority of Policy Council Members were in favor of electing Cassidy Macoubrie as the Policy Council Vice Chairperson.

Cassidy, you were elected as the Vice Chairperson. Haylee, if you'd like to put forth your name for a different position, you are more than welcome to do that.

Motion to elect Cassidy Macoubrie as the 2024-2025 Policy Council Vice Chairperson

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| Motion: Karli Leonardi | Seconded: Josie Smith | Approved: Yes |
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10. Elect the 2024-2025 Policy Council Secretary – Terrah Smith

The main duties of the Secretary are taking note of items that happen during the meeting to help with minute taking. The Administrative Assistant takes the minutes of each meeting, which are the notes of what happened. The Secretary is asked to jot down a few pieces of information to help with that process. They also help with taking attendance during a meeting to know who is in attendance at a meeting and making sure we have a quorum. The Secretary may be asked to conduct a Policy Council Meeting if both the Chair and Vice Chair are unable to do so. The Administrative Assistant will work with anyone who will be conducting to make sure they feel comfortable and have everything they need to be able to do so. Policy Council was asked if they had any questions about the Secretary position. Policy Council was asked for volunteers to put forth their names to be the Secretary for this next year. Karli Leonardi put forth her name. She isn't sure if she'll be able to attend the December Policy Council Meeting but going forward she should be able to. That is just fine. As we are electing officers tonight, it is good to note that if any elected officers need to miss a meeting that is fine. We'll work with you. Further volunteers were asked for. No other nominations were made. Karli was asked to leave the call during the voting process.

Karli, you were elected as well!

Motion to elect Karli Leonardi as the 2024-2025 Policy Council Secretary

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| Motion: Zach Johnson | Seconded: Festus Odunuga | Approved: Yes |
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11. Elect the 2024-2025 Policy Council Treasurer – Terrah Smith

The main duty of the Treasurer is holding a chair on our Budget Committee. The Treasurer attends a monthly meeting that is held on Tuesday morning at 10:00am the week of Policy Council. They will join the meeting by calling in. The meetings are pretty quick and typically last 15-20 minutes. The Treasurer will receive an agenda and email reminder each month before the meeting so they are aware of when it is happening. We like to have both Policy Council and Board representation present during the Budget Committee Meetings. The Treasurer is welcome to ask questions. During Policy Council Meeting, they'll give a brief report of what was discussed during the Budget Committee Meeting so everyone on Policy Council is aware. In the event that the Chair, Vice Chair and the Secretary cannot attend a Policy Council Meeting, the Treasurer may be asked to conduct a meeting as well. Policy Council was asked if they had any questions about the Treasurer position and duties. Policy Council was asked for volunteers to put forth their names to be the Policy Council Treasurer for this year. Zach Johnson put forth his name. Awesome! Further volunteers were asked for. No other nominations were made. Zach was asked to leave the call during the voting process.

Zach, you were elected for this position as well. The Administrative Assistant will reach out to the four elected officers, Josie, Cassidy, Karli and Zach via email to schedule a time to do a quick officer training, which usually lasts about 30 minutes, to review each officer position a little more and make sure they are comfortable with their duties.

Motion to elect Zach Johnson as the 2024-2025 Policy Council Treasurer

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| Motion: Karli Leonardi | Seconded: Festus Odunuga | Approved: Yes |
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12. Elect the 2024-2025 Policy Council Utah Health Service Advisory Committee Member – Terrah Smith

We elect one Health Service Advisory Committee Member for Utah and one for Idaho. These are parent volunteers who will attend two meetings during the year to discuss health forms, policies and procedures and our health services that we follow in the program. The Health Service Advisory Members will meet with Health Professionals in the community which could

include doctors, dentists, people from Health Departments, etc. to discuss these items. There is usually a meal provided during these meetings. You will be contacted before the meetings so you are aware of when they will be held. Amy, as our Utah Health Service Advisory Committee Member for this last year, was asked to share some thoughts about the position. Amy thought it went really well. There's not that many meetings they hold. She enjoyed being able to help out in that area too. Policy Council was asked if they had any questions about the position on the Health Service Advisory Committee. No questions were asked. Policy Council was asked for volunteers in the Utah area to put forth their name for this position. Janeth Ocampo put forth her name. Awesome! Further volunteers were asked for. No other nominations were made. Janeth was asked to leave the call during the voting process.

Janeth, you were elected to this position and we will let you know when these meetings are scheduled.

Motion to elect Janeth Ocampo as the 2024-2025 Policy Council Utah Health Service Advisory Committee Member

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| Motion: Karli Leonardi | Seconded: Festus Odunuga | Approved: Yes |
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13. Elect the 2024-2025 Policy Council Idaho Health Service Advisory Committee Member – Terrah Smith

The duties of this position for Idaho are the same as was discussed for Utah. See the notes for agenda item 12. Elect the 2024-2025 Policy Council Utah Health Service Advisory Committee Member. We would like a representative from Utah and one from Idaho on this committee. Policy Council was asked for volunteers in the Idaho area to put forth their name for this position. Policy Council asked if a person can only serve in one position. Yes; that is true for the four main elected officer positions. However, a Policy Council Member can serve in an elected officer position and also on the Health Service Advisory Committee. Zach Johnson put forth his name. Thank you! Further volunteers were asked for. No other nominations were made. Zach was asked to leave the call during the voting process.

Motion to elect Zach Johnson as the 2024-2025 Policy Council Idaho Health Service Advisory Committee Member

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| Motion: Karli Leonardi | Seconded: Cassidy Macoubrie | Approved: Yes |
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14. Vote to approve the 2024-2025 Policy Council Meeting Time – Terrah Smith

The next few agenda items are about what time Policy Council wants to hold meetings this next year and how Policy Council would like to meet. The first item we will vote on is the Policy Council Meeting time for the regularly scheduled monthly Policy Council Meetings that are held on the third Thursday of each month. Tonight we met at 7:00 because that is the time last year's group voted on. We can meet earlier than that if that works for this year's Policy Council. Typically these meetings last about an hour. The meeting tonight is taking longer because we need to get all of these things in place for this next year. Policy Council was asked what time they'd like to set for their monthly meeting time. 7:00pm was put forth as the preferred meeting time by Policy Council Members. Policy Council was asked if there was another time anyone would like to put forth. No other times were suggested.

Motion to approve 7:00pm as the 2024-2025 Policy Council Meeting Time

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| Motion: Zach Johnson | Seconded: Janeth Ocampo | Approved: Yes |
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15. Vote to approve the 2024-2025 Policy Council Meeting Location: in-person, virtual, or a combination of both – Terrah Smith

This next item is to discuss our Policy Council Meeting location. Tonight we are meeting virtually through Dialpad Meetings. We have the option to meet in person if you'd like. We can meet at our Administrative Offices which are in Logan. We also have our Logan Preschool Head Start

Center or we've got another center in Hyde Park. Both of those centers have enough space and open area that we could meet in person there. Or, if you'd like we could do a combination of everyone who lives close by and is able to meet in person can and for others who can't travel in or have something else come up can call into the meetings. Any of those options work great. One Policy Council Member prefers calling in because they do not live in Cache Valley and that is a long way to drive, especially in the winter. Another Policy Council Member agreed. Policy Council asked if the meetings were to be held in person, could they bring their younger children with them. We ask that children do not attend meetings so Policy Council can focus on what needs to be discussed during the meetings and we can get the meetings taken care of. For in person meetings, we would provide a meal because they would be happening during a meal time. Policy Council would also be able to request mileage and child care reimbursement. For children two and older we reimburse \$2.00 per hour and for children under two we reimburse \$2.50 per hour for child care from someone who does not live in your home. Policy Council was asked if they had any other preferences for meeting aside from meeting virtually by calling in using Dialpad Meetings. Another Policy Council Member stating calling in would be easiest for them. No other suggestions for meeting locations were given. As we are meeting throughout the year, if anyone on Policy Council feels like they would like to meet in person (We've had past Policy Council Members state they'd like to meet in person to get to know each other better.), you are more than welcome to bring this up during a Policy Council Meeting to discuss again.

Motion to approve Virtual via Dialpad Meetings as the 2024-2025 Policy Council Meeting Location

Motion: Karli Leonardi

Seconded: Cassidy Macoubrie

Approved: Yes

16. Vote to approve the 2024-2025 Policy Council Interim Meeting Time – Terrah Smith

This meeting time is for Interim Meetings. Interim Meetings are held in the event we need to get people approved to be hired or transferred to a different position. We cannot have a person start in their new position until they are approved by Policy Council. These meetings are scheduled as they are needed. The Administrative Assistant will work with the Policy Council Chairperson, Josie, to schedule a date for these meetings. Policy Council needs to choose a time for the meetings. Some Policy Councils have chosen to keep this meeting time the same as their regular meeting time so there wasn't confusion about what time they were meeting. We've had other groups that have chosen to meet a little bit later. This last year, they met at 8:00pm for their Interim Meetings. These meetings are usually pretty quick, around 15-20 minutes. Policy Council was asked to put forth a time for the Interim Meetings. One Policy Council Member stated they like 8:00pm since Interim Meetings are not planned very far ahead and this time would work better for her to have more availability. Other Policy Council Members said 8:00pm sounds good to them as well. Policy Council was asked if they'd like to put forth any other times to hold Interim Meetings. One Policy Council Member proposed 7:30pm as the Interim Meeting time. An individual vote was taken for each meeting time. One Policy Council Member stated it might be difficult for them to always focus during the meetings due to being home with their children. We understand that. The majority of Policy Council Members were in favor of meeting at 8:00pm for interim meetings. The Administrative Assistant will make sure the correct meeting time is communicated to Policy Council Members.

Motion to approve 8:00pm as the 2024-2025 Policy Council Interim Meeting Time

Motion: Karli Leonardi

Seconded: Janeth Ocampo

Approved: Yes

17. Vote to approve the October 10, 2024 Policy Council Meeting Minutes – Amy Gyllenskog

Policy Council said everything looked fine in the Policy Council Meeting Minutes. The meeting minutes are typed up by the Administrative Assistant as a record of what happened during a

Policy Council Meeting. Sometimes the group voting to approve the minutes may not be the same group that was at the meeting. If we have Policy Council Members on the call that were present at that meeting, they can share, like has been done, that the minutes look good or ask questions about them. That will help everyone else on the call who is voting feel comfortable in voting to approve the minutes. Policy Council was asked if there were any questions regarding the October 10, 2024 Policy Council Meeting Minutes. No questions were asked or changes made to the minutes.

Motion to approve the October 10, 2024 Policy Council Meeting Minutes

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| Motion: Karli Leonardi | Seconded: Festus Odunuga | Approved: Yes |
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18. Vote to approve the October 28, 2024 Interim Policy Council Meeting Minutes – Amy Gyllenskog

Policy Council was asked if there were any questions about the October 28, 2024 Interim Policy Council Meeting Minutes. No questions were asked or changes made to the minutes.

Motion to approve the October 28, 2024 Interim Policy Council Meeting Minutes

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| Motion: Karli Leonardi | Seconded: Cassidy Macoubrie | Approved: Yes |
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19. Vote to approve the November 14, 2024 Interim Policy Council Meeting Minutes – Amy Gyllenskog

Policy Council was asked if there were any questions about the November 14, 2024 Interim Policy Council Meeting Minutes. No questions were asked or changes made to the minutes.

Motion to approve the November 14, 2024 Interim Policy Council Meeting Minutes

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| Motion: Kristin Fellows | Seconded: Karli Leonardi | Approved: Yes |
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20. Vote to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed – Amy Gyllenskog

This agenda item is voting on to get approval ahead of time to be able to hold an Interim Meeting if there is a need for one. Some months we do not need one and other times we do.

Motion to approve the holding of Interim Policy Council Meetings prior to the next scheduled Policy Council Meeting as needed

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| Motion: Karli Leonardi | Seconded: Kristin Fellows | Approved: Yes |
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21. CACFP Civil Rights Training – Cherie Pierce

Yearly we train all staff through Pre-service regarding the CACFP Food Program. That is the program we use to feed the children during the school day. As new staff members come on they are trained before they are in the classroom. If there are any updated posters that need to be posted in the classrooms or at the centers, those are exchanged as the new ones come in. Everything is posted in English and Spanish. Policy Council asked what is specific to the posters. One is “In justice for all” and outlines that we do not discriminate. We will put up posters regarding WIC guidelines and where families can locate their WIC office to apply for that program if they choose to do so. Those two are the main posters we put up.

22. Approval of the Audited Financial Statements falls under Board responsibility and is listed as information only for Policy Council – Sarah Thurgood

Sarah Thurgood is the Executive Director. Our Fiscal Officer, Andy Hernandez, is contracted and is a CPA (Certified Public Accountant) at Jones Simkins, CPA Firm. Andy does not normally attend Policy Council Meetings so Sarah has been asked to review the financial statements. Every month at Board Meeting Andy gives a Fiscal Report and goes over the financials and what is going on with the budgets and anything to do with the funding. Sarah is also present and reports about the program and what is happening with the kids, families and staff. In their

monthly packet, Policy Council receives a Fiscal Report which is put together by Andy. It includes Financial Reports from the last month, specifically the Profit and Loss Statements and Balance Sheets, a credit card spreadsheet that shows the spending from the last month, enrollment information, any correspondence we receive from the Office of Head Start, etc. Policy Council also received a copy of the audit in their packet this month. Policy Council is not financially responsible for the program. The Board is but we want Policy Council to always have information about what is happening with the money in the grantee. We've been having a Financial Audit for several months. It took some time because the auditors were working through understanding the in-kind. It was presented to the Board and they reviewed and approved it. The audit had to be submitted with our grant. The grant application and other supporting documents were due November 1. The audit was completed by Rudd & Company which is an auditing firm based out of Idaho. They've had new management the last year or two. The staff in our Fiscal Office are fairly new as well. The staff changes also contributed to the audit taking longer. It takes some time to learn the program. Head Start has a lot of regulations. Policy Council was asked if they had any questions about the audit. No questions were asked.

23. Program Performance Report – Sarah Thurgood

Every month we provide Policy Council with the Program Performance Report. ReNae Torbenson, the Coordinator over our Homebased services, gathers the data from the Program Coordinators for this report each month through ChildPlus. The Program Performance Report is important because it shows the status of every deadline or requirement outlined in the Head Start Program Performance Standards that we are supposed to meet. If we ever do not meet these requirements, it will be a big concern. We have to meet our deadlines and requirements. Every month Policy Council will usually hear Sarah report that we are meeting all of our deadlines, hitting all of our milestones and not out of compliance on anything. This report is provided each month for Policy Council to review and be aware. Policy Council was asked if they had any questions about the Program Performance Report. No questions were asked.

24. Budget Committee & Fiscal Report – Sarah Thurgood

Every month we have a Budget Committee Meeting. We discuss questions about the funding, budgets and anything we need to readjust regarding that. Andy Hernandez attends and conducts these meetings which are held by phone. This month the Coordinators were able to ask Andy a lot of questions about their budgets and T&TA funds, which is training money, and exactly where we are with our funding. We're winding down our budget year and this is the time when we start closing everything out so everyone gets into the nitty gritty details of the budgets. Every month is different but usually the budget meetings don't last very long. It was longer this month; about 40 minutes. The newly elected Policy Council Treasurer asked for clarification about attendance at these meetings, how to receive the information to be able to give this report and when he will give this report. This is the monthly report the Policy Council Treasurer will give. Terrah will send a reminder email and the agenda for each month's Budget Committee Meeting to the Treasurer. He will attend those meetings. After each Budget Committee Meeting, minutes from that meeting will also be shared with the Treasurer who will then share the main highlights during each month's Policy Council Meeting. As the Treasurer gets started sharing this report, staff will give support. If there are further details that need to be shared with Policy Council, staff will help provide those. If there is a month the Treasurer cannot attend the Budget Committee Meeting that is okay. Staff will give the Budget Committee Report during Policy Council those months.

25. Director's Report – Sarah Thurgood

Every month Sarah gives a Director's Report. Some months there's a lot included, and to discuss, during her report. There can be a lot of reporting and/or documents some months. Especially at the beginning of the year, to help Policy Council become familiar with the reporting process, Sarah will give a bit of training about whatever documents or policies we're reviewing and are going before Board and Policy Council for approval. She will outline why we need to approve something, who requires it, what we use it for, how it's disseminated and the details about it. Sarah's method is to provide natural training as we go through each meeting (She used to be a teacher.). This month the Director's Report was light because this is the time of year where we're finishing up one budget year and getting ready to start another. During the early fall months next year, there will be a lot of reports and documents to review as we're preparing to start a new service year. Sarah will always provide explanations and training for what is coming before Policy Council. She also writes her reports as if she's talking with the people they are directed to. Policy Council was asked if they had any questions about Sarah's Director's Report. No questions were asked. Sarah took the opportunity to tell Amy thank you and that we've loved having her be the Policy Council Chairperson this past year. You are just awesome! Amy has enjoyed being the Chairperson; it has been fun.

26. Board Report – Sarah Thurgood

The Board and Policy Council Reports are almost the same each month. We review the same materials at both bodies' meetings. Both may not vote on the same items but we want both groups to be fully aware of what is happening in the program. Board Meeting is different because they do not approve the new employees for hire and staff transfers. That is only the responsibility of Policy Council.

We discussed the same items at Board last month as we did at Policy Council. We have Board Meeting next week and will discuss many of the same things as we have tonight. This is all so new for this new group of Policy Council Members but you'll get it as we go along.

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

Policy Council was asked if they had anything to discuss or bring up during Policy Council Meeting. No questions were asked or items brought up for discussion.

28. Community Report – Policy Council Representatives

- For information regarding Sub for Santa go to applicants.subforsanta.org.
- Saturday, November 30: Center Street Winter Marker/Holiday Celebration (Center Street in downtown Logan, UT) starting at 12pm; dazzling light displays, live music performances, holiday treats from local vendors, free movies held at the Utah Theater; go to <https://andersonseedandgarden.com/pages/holiday> for more information.
- Every Thursday, Friday & Saturday in December: Zoolights at Zootah (419 W. 700 S. Logan, UT) from 4:30-8pm; Adults-\$10, Kids-\$7.50; free cocoa and cookies, dazzling light displays and animal encounters; Santa Saturdays on December 7, 14 & 21

29. Parent Committee Meeting Report – Policy Council Representatives

Policy Council was asked if anyone has attended a Parent Committee Meeting this year. Parent Committee Meetings have been held virtually. If you haven't heard or seen the calendar for those, your Family Advocate should be sharing that information with you. Policy Council asked for clarification about what is done during these meetings. We review parenting skills from the Conscious Discipline Parenting Curriculum during the Parent Committee Meetings.

30. Calendar Review – Terrah Smith

-Tuesday, November 26: Board Meeting at 5:00pm for our new Chairperson to attend; Terrah will share information with Josie for this meeting

-Wednesday, November 27-Friday, November 29: All Services Closed for Thanksgiving Holiday Break

-Wednesday, December 4: Early Head Start Homebased Socializations: Preston area at the Larsen-Sant Library from 10:00am-12:00pm, Tremonton & Brigham area at the Tremonton Center from 3:30-5:30pm, Cache & Logan area at the Logan Center from 4:00-6:00pm

-Thursday, December 5: Early Head Start Homebased Socializations: Soda Springs area at the Soda Springs Library from 10:00am-12:00pm, Malad area at the Malad Center from 1:00-3:00pm

-Friday, December 6: All Early Head Start Centers closed

-Tuesday, December 17: Budget Committee Meeting at 10:00am for Policy Council Treasurer to attend; Terrah will share information with Zach for this meeting

-Thursday, December 19: Policy Council Meeting at 7:00pm

-Monday, December 23-Friday, January 3: All services closed for Winter Break

-Monday, January 6: All services will resume

31. Vote to adjourn the November 21, 2024 Policy Council Meeting – Amy Gyllenskog

With no other business to conduct, the November 21, 2024 Policy Council Meeting was adjourned at 8:39pm.

Motion to adjourn the November 21, 2024 Policy Council Meeting

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| Motion: Cassidy Macoubrie | Seconded: Josie Smith | Approved: Yes |
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