

Chairperson Signature Cassidy Macoubrie

Date 12-19-2024

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

Date: Tuesday, December 3, 2024	Start Time: 8:00PM End Time: 8:23PM	Location: Dialpad Meetings: 1-888-602-7505	
2024-2025 Policy Council Members' Attendance		YES	NO
Josie Smith* (Chairperson)	Brigham Representative	X	
Zuleyma Alvarado	Tremonton Representative		E
	Hyde Park Representative		
Cassidy Macoubrie* (Vice Chairperson)	Logan Representative	X	
	Hyrum Representative		
Haylee Fellows*	Smithfield Representative		E
Nathan Dent	Richmond Representative		E
Karli Leonardi* (Secretary)	Malad Representative	X	
Zach Johnson* (Treasurer & ID HSAC)	Paris Representative	X	
Kristin Fellows*	Preston Representative		E
Festus Odunuga*	Nest/Koop Representative	X	
Janeth Ocampo* (UT HSAC)	Fishpond Representative	X	
	Board Representative		
Justin Nuñez*	Community Representative	X	

***Trained & Seated Policy Council Members**

Members needed for a Quorum: 6	
Number of Voting Members who attended the meeting: 6	Number of Non-Voting Members who attended the meeting (including the Policy Council Officer conducting the meeting): 1
Do we have a Quorum? YES	
Meeting Called to Order By: Josie Smith (Policy Council Chairperson) Meeting Facilitated By: Terrah Smith (Administrative Assistant) Additional Staff in Attendance: Sarah Thurgood (Program Director), Kristie Curtis (Family Services Coordinator), Steph Wood (Centerbased Coordinator), Kim Evans (PHS Child Development Manager)	

1. Vote to approve the termination of an employee – Steph Wood

The information regarding the termination of an employee was received and approved by our legal counsel, Gary Anderson. Afterward, the Executive Committee met in an Executive Session and reviewed and discussed all of the information presented by Sarah Thurgood and Stephanie Wood. Our vote was unanimous. We are recommending the termination of an employee. When the need arises to terminate a staff member's employment, Bear River Head Start follows our employee policies, in particular the sections for "At-Will Employment" and "Involuntary Termination". The section regarding at-will employment and information on Involuntary Termination were sent out to Policy Council in the email about the interim meeting for tonight for review. The Employee Policies are reviewed annually and approved by Board and Policy Council as well as our legal counsel. All terminations are taken before our legal counsel, Gary Anderson, an attorney at Hillyard,

Anderson & Olsen, P.C. Law Firm for review before the actual termination. When there are concerns related to a staff member's behavior or conduct, their supervisor meets with them to discuss the concerns and to make a plan for improvement. Depending on the severity of the concern and other factors, a staff member may get a write-up about the concern or be immediately recommended for termination by their supervisor. If subsequent write-ups occur for the same or similar offenses, a request for termination is also made. Information related to the request for termination is presented to the Executive Committee (the elected Policy Council Officers) during an Executive Session. They vote to either recommend termination or not. An interim meeting is then scheduled and the vote goes before the entire Policy Council to vote to either approve the recommendation of termination made by the Executive Committee who had access to all of the documentation about the termination or to disapprove the recommendation of the Executive Committee. The full details of this situation have not been shared with the entire Policy Council to maintain confidentiality and also protect the privacy of the staff member. Policy Council was asked if they had any questions about this termination. No questions were asked. We will go ahead and prepare the paperwork to go to an employee and will exit them. Thank you for your time tonight. We appreciate it.

Motion to approve the termination of an employee

Motion: Karli Leonardi	Seconded: Cassidy Macoubrie	Approved: YES
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2. Vote to adjourn the December 3, 2024 Interim Policy Council Meeting – Josie Smith

With no other business to conduct, the December 3, 2024 Interim Policy Council Meeting was adjourned at 8:23pm.

Motion to adjourn the December 3, 2024 Interim Policy Council Meeting

Motion: Cassidy Macoubrie	Seconded: Festus Odunuga	Approved: YES
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