



Children's Developmental Services of Campbell County

· Early Childhood
· Region XIII PDDS
· Early Head Start

1801 South 4-J Road
Gillette, WY 82718

phone 307.682.2392
fax 307.682.8463

<http://www.ccgov.net/cds>

Children's Developmental Services of Campbell County
Board of Directors Meeting
September 27, 2023

CALL TO ORDER:

The Children's Developmental Services of Campbell County Board of Directors met for a regular meeting on September 27, 2023. The meeting was held at 1801 South 4-J Road, Gillette, WY 82718.

The meeting was called to order by acting chair Bertine Bahige at 6:00pm.

PUBLIC COMMENT:

There was no public comment.

INTRODUCTIONS:

Present Board Members: Bertine Bahige, Nichole Shelstad, Vicki Gilmour, and Ruth Cloud

Non-Present Board Members: Tyler Watts

Present Staff Members: Executive Director Nate Grotrian, Early Childhood Special Education Manager Natalie Terrell, Early Childhood Education Manager Tausha Edmonds, Early Head Start Manager Stephanie Stevens, Financial Services Manager Jana Webb, Administrative Coordinator Bel Christiansen, Bus Driver Tracey Handran, and Instructional Assistant/Bus Driver Carla Fitzner

ADDITIONS TO THE AGENDA:

Nate Grotrian added BHD Part C Contract and 2024–2025 Calendar to the agenda.

READING OF MINUTES:

August Board Minutes:

August 30, 2023 Board meeting minutes were reviewed.

Nichole Shelstad motioned to approve the August 30, 2023 minutes as presented. Ruth Cloud seconded the motion. With a unanimous vote, the motion carried.

OLD BUSINESS:

Payment Billing Policy:

Nate Grotrian presented the updated Payment Policy/Payment Agreement/Fee Scale. The new policy will be distributed to current account payers and included in enrollment packets for upcoming families.

Vicki Gilmour motioned to approve the updated Payment Policy/Payment Agreement/Fee Scale. Nichole Shelstad seconded the motion. With a unanimous vote, the motion carried.



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EHS Request for Change:

Nate Grotrian summarized the Request for Change in Annual Funding document.

Ruth Cloud made a motion to approve the request as submitted. Vicki Gilmour seconded the motion. With a unanimous vote, the motion carried.

NEW BUSINESS:

REGION XIII PRESCHOOL DEVELOPMENTAL DISABILITIES SERVICES:

ISP Funding:

Natalie Terrell presented on the changes made by the Department of Behavioral Health. ISP services are no longer offered and replaced with dual enrollment IEP options.

BHD EIEP Application:

Nate Grotrian presented the BHD IEP application.

Nichole Shelstad made a motion to approve the Behavioral Health Division Early Intervention & Education Program Biennial Application for Funding as submitted. Ruth Cloud seconded the motion. With a unanimous vote, the motion carried.

BHD Part C Contract:

Nate Grotrian reviewed the amendment to the Part C contract approved by the Wyoming Department of Behavioral Health for additional training and technical assistance funding in the amount of \$10,000.00.

Vicki Gilmour made a motion to approve the Part C Contract as submitted. Ruth Cloud seconded the motion. With a unanimous vote, the motion carried.

EARLY CHILDHOOD EDUCATION/ CHILD CARE:

Curriculum & Strategic Planning:

Tausha Edmonds provided an update on the implementation of Creative Curriculum.

EARLY HEAD START:

Notice of Award:

Stephanie Stevens reviewed the Notice of Award from the Department of Health Administration for Children and Families.

Nichole Shelstad motioned to receive \$430,684.00 in federal funds and \$98,500.00 in non-federal funds for a total of \$529,184.00. Vicki Gilmour seconded the motion. With a unanimous vote, the motion carried.

Teaching Strategies GOLD:

Stephanie Stevens reported on summer 2023 checkpoint results derived from Teaching Strategies GOLD.

2024-2025 Calendar

Nate Grotrian proposed the CDS-CC 2024-2025 calendar.

Ruth Cloud motioned to approve the 2024-2025 Calendar as presented. Nichole Shelstad seconded the motion. With a unanimous vote, the motion carried.

OTHER NEW BUSINESS:

Board Subcommittee Assignments:

Bertine Bahige reviewed last year's subcommittee assignments. Discussion took place on changes for the upcoming year. The 2023-2024 subcommittees are as assigned:

Nominating Committee: Chairperson, Bertine Bahige; Committee Member, Nichole Shelstad

Program and Long-Range Planning Committee: Chairperson, Bertine Bahige; Committee Members, Ruth Cloud, Tyler Watts, Vicki Gilmour, and Nichole Shelstad

Finance and Budget: Chairperson, Tyler Watts; Committee Members, Bertine Bahige and Vicki Gilmour

Personnel Committee: Chairperson, Nichole Shelstad; Committee Members, Ruth Cloud and Vicki Gilmour

Vicki Gilmour made a motion to accept the subcommittee assignments as submitted. Nichole Shelstad seconded the motion. With a unanimous vote, the motion carried.

By-Laws Review:

Board Governance Policy Review:

Bertine Bahige suggested all Board members attend a working meeting to thoroughly review CDS-CC By-Laws and Governance Policy. The vote is postponed until October's Board meeting.

HR REPORT:

August HR Report:

Jana Webb provided an update on CDS-CC's recently filled positions. CDS-CC is currently fully staffed with an Instructional Assistant retiring October 5, 2023 after 30 years of service.

Two Foundation Board members, Marge Ruby and Verna Ann Gilberts, have resigned from the Foundation Board. A celebration will take place Tuesday, October 24, 2023 at 12:00pm at CDS-CC in the Teton meeting room. All Board members are invited to attend.

DIRECTOR'S REPORT:

September Director's Report:

Nate Grotrian summarized September Director's report.

TREASURER'S REPORT:

August Treasurer Report:

Jana Webb reported on August Treasurer's report. 12% of revenues have been received, 12% have been expended, and 17% of the year passed.

Ruth Cloud made a motion to accept August Treasurer's report as submitted. Vicki Gilmour seconded the motion. With a unanimous vote, the motion carried.

September Past Due Balance Report:

Jana Webb reviewed September's Balance Report. Future reports will refrain from identifying payers by name.

STATISTICAL REPORT:

August Statistical Report:

August Statistical Report was reviewed.

EXECUTIVE SESSION:

Vicki Gilmour made a motion for the Board to move into Executive Session. Nichole Shelstad seconded the motion. With a unanimous vote, the Board moved into Executive Session at 7:23pm.

Nichole Shelstad made a motion to move back into regular session. Ruth Cloud seconded the motion. With a unanimous vote, the Board moved back into regular session at 7:57 pm.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is Wednesday, October 25, 2023, at 6:00 p.m. at Children's Developmental Services of Campbell County.

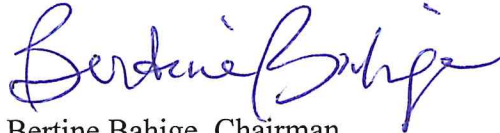
ADJOURN:

There being no further business, Nichole Shelstad made a motion to adjourn. Vicki Gilmour seconded the motion. With a unanimous vote, the motion carried. The meeting adjourned at 8:01pm.

Respectfully Submitted,



Nichole Shelstad, Secretary
CDS -CC Board of Directors



Bertine Bahige, Chairman
CDS -CC Board of Directors