

Children's Developmental Services of Campbell County
Board of Directors Meeting
June 28th, 2023

A. CALL TO ORDER:

The Children's Developmental Services of Campbell County Board of Directors met for a regular meeting on June 28th, 2023. The meeting was held on location at 1801 South 4-J Road Gillette, WY 82716.

The meeting was called to order by acting chair Nichole Shelstad at 6:00 pm.

B. PUBLIC COMMENT:

There was no public comment.

C. INTRODUCTIONS:

Present Board Members: Nichole Shelstad, Tyler Watts, and Ruth Cloud.

Absent Board Members: Bertine Bahige and Vicki Gilmour.

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 Assistant Kiera Bulkley, Early Childhood Instructors Clint Linneman and Courtney Michael, and Early Childhood Special Education Instructor Christina Smith.

D. ADDITIONS TO AGENDA:

There were no additions to the agenda.

E. CHILD & FAMILY ENGAGEMENT:

There were no children of families of CDS-CC who attended this month's board meeting.

F. READING OF MINUTES:

- I. May Board Minutes: The May 28th, 2023, Board Meeting minutes were reviewed. Tyler Watts motioned to approve the May 28th, 2023, minutes. Ruth Cloud seconded the motion. With a unanimous vote, the motion carried.

G. OLD BUSINESS:

- I. Region XIII Preschool Developmental Disabilities Services: EIEP Part B and Part C Contracts for the FY23-24 were presented and approved at the June 6th Commissioner's meeting. The contracts have since been submitted to the state and returned with all signatures.



- II. Early Head Start: The office of Early Head Start is allowing organizations to combine the COLA & QI Grant with the Continuation Grant Application. As a result, CDS-CC will be updating the current continuation grant to reflect this change. The dollar amount for the two grants will remain the same. As a result, no additional approvals will be needed.

H. NEW BUSINESS:

- I. REGION XIII PDDS: Natalie Terrell provided staffing level updates. Board members in attendance discussed the need for continued posting for open positions and reviewed positional requirements. Natalie provided updates on CDS-CC's summer Child Find Project. The advertisement and number of screening clinics have increased. Natalie discussed SpEd Advantage, the state's new data program for reporting. The new program is replacing the state's outdated program that was designed for medical programs.

Christina Smith and Natalie Terrell discussed their work with the Wyoming Inclusion Model. An article is being published in the EC Journal about the work with the Inclusion Model.

- II. EARLY CHILDHOOD EDUCATION: Clint Linneman reported on the work taking place to provide an easy and accessible approach to learning. Clint and the Early Childhood Educators with CDS-CC have collaborated to create new brochures and flyers for the organization.

Tausha Edmonds and Nathan Grotrian discussed CDS-CC's utilization of Gallup Training and Clifton Strengths to build morale and decrease burnout amongst employees. Nathan reported on the shift to working from individual strengths to provide better coaching and increased development.

- III. EARLY HEAD START: Stephanie Stevens presented the American Indian and Alaska Native information memorandum from the Office of Early Head Start. Stephanie also discussed the updates to the attendance policy, specifically the revisions made.

I. OTHER NEW BUSINESS:

There was no other new business to discuss.

J. BUDGET:

- I. FY 23-24 Budget Updates: Jana Webb provided an update on the budget inconsistencies identified in last month's meeting. All inconsistencies have been resolved, and all six proposed positions were approved within the budget.

K. HR REPORT:

- I. Jana provided an update on the current open positions with CDS-CC. The newly approved positions will be posted at the start of the new fiscal year. Jana provided an update on workplace morale and the work of the morale committee.

L. DIRECTOR'S REPORT:

- I. Nathan Grotrian reviewed the June director's report. Nathan provided updates for early intervention services, early childhood services, and early head start. Grants for lone worker safety and playground development are being researched. Early Head Start's office will conduct a site visit on July 11th and 12th.

Nathan discussed efforts to increase communication throughout CDS-CC and the utilization of a weekly newsletter to highlight changes and updates.

M. TREASURER'S REPORT:

- I. May Treasurer's Report was reviewed. 81% of revenues have been received, 74% have been expended, and 92% of the year passed.

Tyler Watts made a motion to accept May Treasurer's report as submitted. Roth Cloud seconded the motion. With a unanimous vote, the motion carried.

N. STATISTICAL REPORT:

April Statistical Report was reviewed.

O. NEXT MEETING DATE:

The next scheduled meeting for the Children's Developmental Services of Campbell County Board of Directors is July 26, 2023, at 6:00 pm at the Children's Developmental Services of Campbell County.

P. ADJOURN:

There being no further business, Ruth Cloud made a motion to adjourn. Tyler Watts seconded the motion. With a unanimous vote, the motion carried. The meeting adjourned at 7:07pm.

Respectfully Submitted,



Nichole Shelstad, Secretary
CDS -CC Board of Directors



Bertine Bahige, Chairman
CDS -CC Board of Directors