

Children's Developmental Services of Campbell County
Board of Directors Meeting
July 26th, 2023

A. CALL TO ORDER:

The Children's Developmental Services of Campbell County Board of Directors met for a regular meeting on July 26th, 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 6:03 pm.

B. PUBLIC COMMENT:

There was no public comment.

C. INTRODUCTIONS:

Present Board Members: Bertine Bahige, Vicki Gilmour, Tyler Watts, and Ruth Cloud.

Non-Present Board Members: Nicole Shelstad

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 Kierra Bulkley, Bus Driver Tracey Handran, and Instructional Assistant/Bus Driver Carla Fitzner.

D. ADDITIONS TO AGENDA:

There were no additions to the agenda.

E. CHILD & FAMILY ENGAGEMENT:

- I. Eric Finn and his family were present at the board meeting. Eric was recently hired as the organization's new Part C Home Visitor. Eric shared with the Board that his son was diagnosed with a rare disorder and was blessed to receive Part C services as a parent before his son's third birthday. Eric and his wife both expressed their gratitude for being allowed to receive services and are excited for the future as their son transitions to Part B services.

F. READING OF MINUTES:

- I. May Board Minutes: The June 28th, 2023, Board Meeting minutes were reviewed. Tyler Watts motioned to approve the June 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: Last month, it was shared that CDS-CC, Natalie, and Christina would be featured in an article regarding their work with the Wyoming Inclusion Model. The article was shared with those in attendance. The work being done at CDS-CC is being recognized not only on a local level but on a national level.

H. NEW BUSINESS:

- I. REGION XIII PDDS: Natalie provided program updates for Part B and Part C services offered at CDS-CC. In the next month, August, half-day services will not be offered. This time will be utilized for staff training and to prepare for the new school year. While childcare services will resume, Part B and Part C services will start again on August 28th.

Natalie provided an update on the work done by the governor's Early Intervention Council, which she is a part of. The EIC focuses on increasing the number of at-risk newborns and identifying the steps necessary for new legislation regarding the Plans of Safe Care.

- II. EARLY CHILDHOOD EDUCATION: Tausha shared the work and collaborative approach utilized to increase organizational training and growth with those in attendance. The Early Childhood Instructors have been meeting regularly to discuss and identify areas of need. Additionally, staff will be utilized to help cross-train current and new employees of CDS-CC.

Tausha noted that CDS-CC's accreditation with NAEYC requires an annual report each year. CDS-CC is working on completing this report to ensure ongoing accreditation.

- III. EARLY HEAD START: Stephanie presented the board with the newly approved by-laws for Early Head Start's policy council. The update to the by-laws reflects the discussions on disqualifications for service on the Policy Council.

Stephanie also shared two new information memorandums from the Office of Early Head Start.

I. OTHER NEW BUSINESS:

There was no other new business to discuss.

J. BUDGET:

There were no new updates to the FY 23-24 budget.

K. HR REPORT:

- I. Jana provided an update on the current open positions with CDS-CC. Currently, CDS-CC has multiple positions open within the organization. The most significant need is to fill the remaining Early Childhood Special Education Instructor position that has been open for most of the year.

L. DIRECTOR'S REPORT:

- I. Nathan reviewed the July director's report and provided organizational updates.

M. TREASURER'S REPORT:

- I. May Treasurer's Report was reviewed. 96% of revenues have been received, 96% have been expended, and 100% of the year passed.

A discussion was held regarding CDS-CC's accounts receivables. Jana will work to provide an updated report in future meetings. CDS-CC will take an intentional approach toward the collection of bad debt.

Vicki made a motion to accept May Treasurer's report as submitted. Ruth 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 August 30th, 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 7:07 pm.

Respectfully Submitted,



Nichole Shelstad, Secretary
CDS -CC Board of Directors



Bertine Bahige, Chairman
CDS -CC Board of Directors