

Children's Developmental Services of Campbell County
Board of Director's Meeting
September 28, 2022

MEETING PLACE:

Children's Developmental Services of Campbell County Board of Directors met in a regular meeting
September 28, 2022.

CALL TO ORDER:

The meeting was called to order by Chairman Bertine Bahige at 6:03pm.

PUBLIC COMMENT:

There was no public comment.

INTRODUCTIONS:

Present Board Members: Nichole Shelstad, Holly Hink, Vicki Gilmour, and Bertine Bahige. Director
Bob Tranas, Financial Services Manager Jana Webb, and Early Head Start Manager Stephanie Stevens.
Absent: Tyler Watts, Board Member

ADDITIONS TO AGENDA:

Bob Tranas added Executive Session to discuss two scholarships.

READING OF MINUTES:

August Board Minutes:

August 31, 2022, Board minutes were reviewed.

Vicki Gilmour made a motion to approve the August 31, 2022, minutes as submitted. Nichole Shelstad
seconded. With a unanimous vote, the motion carried.

OLD BUSINESS:

Review of Board By-laws

The proposed 2022 – 2023 CDS-CC By-laws were reviewed by the Board.

Holly Hink made a motion to approve the 2022-2023 By-laws as presented. Nichole Shelstad seconded.
With a unanimous vote, the motion carried.

Strategic Plan

Bob Tranas provided an overview of the six OKR's which were established at the September 7, 2022,
strategic planning session. Board members discussed the OKR's as they were presented.



Holly Hink made a motion to approve the OKR's as they were submitted. Nichole Shelstad seconded. With a unanimous vote, the motion carried.

NEW BUSINESS:

REGION XIII PDDS:

There was no new business.

EARLY CHILDHOOD EDUCATION:

There was no new business.

EARLY HEAD START:

EHS Notice of Award Letters

Stephanie Stevens presented the Notice of Award letter for Cost-of-Living-Allowance and Quality Improvement from the Office of Head Start. The letter commits \$18,337 in Federal Funds to the Early Head Start program, with \$0 required local match.

Holly Hink moved to accept the full amount of these funds. Nichole Shelstad seconded. With a unanimous vote, the motion carried.

Stephanie Stevens presented the Notice of Award letter for the EHS Continuation grant from the Office of Head Start. The letter commits \$375,663 in Federal Funds and \$93,916 in local match, for a total of \$469,579, to the Early Head Start program.

Vicki Gilmour moved to accept the full amount of these funds. Nichole Shelstad seconded. With a unanimous vote, the motion carried.

Teaching Strategies Gold

Stephanie Stevens presented the TS Gold data for Early Head Start from the August 2022 reporting period.

Office of Head Start Communication

Stephanie Stevens presented information from the following Information Memorandums:

- Additional ARP Appropriations
- Head Start Workforce Compensation

BUDGET:

No new developments on the budget.

OTHER NEW BUSINESS:

DIRECTOR'S REPORT:

September Director's Report:

Bob Tranas provided a verbal summary of the Director's Report for September.

TREASURER'S REPORT:

August Financial Report:

August's Treasurer's Report was reviewed. 14% of revenues have been received, and 14% have been expended, with 17% of the year passed.

Holly Hink made a motion to accept August's Treasurer's report as submitted. Nichole Shelstad seconded. With a unanimous vote, the motion carried.

STATISTICAL REPORT:

August Statistical Report:

August's Statistical Report was reviewed.

ITEMS FOR NEXT MEETING AGENDA:

EXECUTIVE SESSION:

Holly Hink made a motion for the board to move into executive session to discuss two scholarships. Vicki Gilmour seconded the motion. With a unanimous vote, the Board moved into Executive Session at 7:07 pm.

Holly Hink made a motion to move back into regular session. Nichole Shelstad seconded the motion. With a unanimous vote, the Board moved back into regular session at 7:18 pm.

Scholarship Requests:

Vicki Gilmour moved to approve the first scholarship request for a period of 3-months, October 1, 2022, through December 31, 2022. The second scholarship was tabled until more information can be gathered. Nichole Shelstad seconded the motion. With a unanimous vote, the motion carried.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is October 26, 2022 at 6:00 P.M. at the 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. Meeting adjourned at 7:21 pm.

Respectfully Submitted,

Vicki Gilmour, Secretary
CDS -CC Board of Directors

Bertine Bahige, Chairman
CDS -CC Board of Directors

A handwritten signature in black ink, appearing to read 'Bertine Bahige', written over the printed name of the Chairman.