



Children's Developmental Services of Campbell County

· Early Childhood
· Region XIII PDDDS
· Early Head Start

Children's Developmental Services of Campbell County
Board of Director's Meeting
January 25, 2023

1801 South 4-J Road
Gillette, WY 82718

phone 307.682.2392
fax 307.682.8463
<http://www.ccgov.net/cds>

MEETING PLACE:

Children's Developmental Services of Campbell County Board of Directors met in a regular meeting
January 25, 2023.

CALL TO ORDER:

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

PUBLIC COMMENT:

There was no public comment.

INTRODUCTIONS:

Present Board Members: Nichole Shelstad, Vicki Gilmour, and Bertine Bahige. Director Bob Tranas, Early Childhood Special Education Manager Trena Bauder, and Administrative Coordinator Bel Christiansen. Bus Driver Tracey Handran, and Deputy County Attorney Kyle Ferris.
Absent: Tyler Watts, Holly Hink, Early Childhood Manager Tausha Edmonds, Early Head Start Manager Stephanie Stevens, and Financial Services Manager Jana Webb

ADDITIONS TO AGENDA:

There were no additions to the agenda.

READING OF MINUTES:

November Board Minutes:

November 30, 2022 Board minutes were reviewed.

Vicki Gilmour made a motion to approve the November 30, 2022 minutes. Nichole Shelstad seconded.
With a unanimous vote, the motion carried.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

REGION XIII PDDDS:

December 1 Count:

Trena Bauder reviewed final numbers from December 1, 2022 count. Twelve students are on an Individual Service Plan (ISP).



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Professional Services Agreement – OT Services:

The Professional Services Agreement was reviewed.

Nichole Shelstad made a motion to approve the contract for Lacy Davis to provide temporary occupational therapy services. Vicki Gilmour seconded. With a unanimous vote, the motion carried.

LRE Letter:

Trena Bauder reviewed the Least Restrictive Environment (LRE) letter received from the Wyoming Department of Health.

EARLY CHILDHOOD EDUCATION:

Pickled Pigs Feet:

Bob Tranas shared the outcome of serving pickled pig's feet to the full day children. A suggestion was made to investigate the Fruits and Veggies grant naming Brian Young as a contact.

Learning Walk – Engagement Observations:

Bob Tranas provided an overview of classroom engagement data collected from the most recent Learning Walk.

EARLY HEAD START:

Program Instruction – COVID Mitigation:

Bob Tranas reported the Office of Head Start is requiring Early Head Start to develop evidence based COVID Mitigation measures. CDS-EHS staff will work with the Health Services Advisory Committee to develop this plan.

Home Visiting Scheduling Policy:

Bob Tranas reviewed the added procedure to the Home Visit Scheduling Policy.

Vicki Gilmour made a motion to approve the revised Home Visit Scheduling Policy. Nichole Shelstad seconded. With a unanimous vote, the motion carried.

BUDGET:

2023-2024 Budget Message:

Bob Tranas reviewed the budget message as received from the County Commissioner's 2023-2024 Budget Handbook.

OTHER NEW BUSINESS:

Board of Director's Code of Conduct:

CDS-CC Board of Directors will view the final draft of the Board of Director's Code of Conduct before determining whether to adopt it or develop their own.

Campbell County Inclement Weather Closure Policy:

Review and discussion on the County's Inclement Weather Closure Policy.

Intruder Response Policy & Current Emergency Manual:

Nichole Shelstad made a motion to accept the revised Intruder Response Policy. Vicki Gilmour seconded. With a unanimous vote, the motion carried.

DIRECTOR'S REPORT:

December & January Director's Report:

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

TREASURER'S REPORT:

November & December Treasurer's Report:

November Treasurer's Report was reviewed. 35% of revenues have been received, and 35% have been expended, with 42% of the year passed.

December Treasurer's Report was reviewed. 46% of revenues have been received, and 46% have been expended, with 50% of the year passed.

Vicki Gilmour made a motion to accept November and December Treasurer's reports as submitted. Nichole Shelstad seconded. With a unanimous vote, the motion carried.

STATISTICAL REPORT:

November & December Statistical Reports:

November & December Statistical Reports were reviewed.

EXECUTIVE SESSION:

Nichole Shelstad made a motion for the board to move into executive session to discuss a scholarship request. Vicki Gilmour seconded the motion. With a unanimous vote, the Board moved into Executive Session at 7:31pm.

Vicki Gilmour 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 7:49pm.

Scholarship Requests:

Nichole Shelstad moved to approve the scholarship request for two months, January and February 2023. Vicki Gilmour 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 February 22, 2023 at 6:00 P.M. at the Children's Developmental Services of Campbell County.

ADJOURN:

There being no further business, Vicki Gilmour made a motion to adjourn. Nichole Shelstad seconded the motion. With a unanimous vote, the motion carried. Meeting adjourned at 7:51pm.

Respectfully Submitted,

Vicki Gilmour

Vicki Gilmour, Secretary
CDS -CC Board of Directors

Bertine Bahige, Chairman
CDS -CC Board of Directors

Bertine Bahige