



Children's Developmental Services of Campbell County

· Early Childhood
· Region XIII PDDS
· Early Head Start

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Children's Developmental Services of Campbell County
Board of Director's Meeting
April 26, 2023

MEETING PLACE:

Children's Developmental Services of Campbell County Board of Directors met in a regular meeting
April 26, 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, Tyler Watts, Vicki Gilmour, Ruth Cloud, and Bertine Bahige. Present Staff Members: Early Childhood Special Education Manager Trena Bauder, Early Head Start Manager Stephanie Stevens, Early Childhood Education Manager Tausha Edmonds, Financial Services Manager Jana Webb, Administrative Coordinator Bel Christiansen, Early Childhood Special Education Supervisor Natalie Terrell, Bus Drive Tracey Handran, Bus Driver/Instructional Assistant Carla Fitzner, Early Childhood Instructor Courtney Michael, and upcoming Executive Director Nate Grotrian.

ADDITIONS TO AGENDA:

There were no additions to the agenda.

READING OF MINUTES:

March Board Minutes:

March 29, 2023 Board minutes were reviewed.

Vicki Gilmour made a motion to approve the March 29, 2023, minutes. Tyler Watts seconded the motion. With a unanimous vote, the motion carried.

OLD BUSINESS:

There was no old business.



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NEW BUSINESS:

REGION XIII PDDS:

EIEP Budget Amendment:

Trena Bauder reported we have not yet received the amended contract reflecting the \$160,000.00 in additional funding. A request will be made to carry the funding over into the 2023-24 fiscal year.

Part C SPP Report Card:

Trena Bauder reviewed the Wyoming Part C Public Report Card. Discussion took place regarding the areas not met in the 2021-2022 year. Natalie Terrell outlined their devised action plan for improvement.

EARLY CHILDHOOD EDUCATION:

Courtney Michael, Rascal's Teacher – Literacy Study:

Courtney Michael presented on the Rascal classroom's literacy study.

EARLY HEAD START:

Information Memorandum: The Role of Head Start Programs in Addressing Lead in Water:

Stephanie Stevens reviewed the memorandum from the Office of Head Start identifying resources for lead testing and mediation.

Requirements for Policy Council Parent Members:

Discussion on parents with felonies serving on Policy Council.

Community Assessment Update:

Stephanie Stevens shared the Community Assessment results.

Funding Guidance Letter – COLA & Quality Improvement:

An increase of \$36,684.00 will be added to the 2023-24 Head Start budget with \$21,504.00 designated to the Cost-of-Living Adjustment and \$15,180.00 for Quality Improvement.

2023-24 EHS COLA & Quality Improvement Grant Application:

Stephanie Stevens presented the 2023-24 EHS COLA & Quality Improvement Grant Application. Early Head Start was allocated a funding increase of \$21,504 through the Cost-of-Living Adjustment and \$15,180 for Quality Improvement for a total funding amount of \$36,684 in federal funds. Once approved, this will be a permanent increase to the baseline grant amount.

Nichole Shelstad made a motion to approve the 2023-24 EHS COLA & Quality Improvement Grant Application. Tyler Watts seconded the motion. With a unanimous vote, the motion carried.

2023-2024 EHS Continuation Grant Application:

Stephanie Stevens presented the 2023-2024 EHS Continuation Grant Application for \$384,000 in Program Operations, \$10,000 in Training and Technical Assistance, and \$98,500 in non-federal funds for a total request of \$492,500.

Tyler Watts made a motion to approve the grant application as presented. Ruth Cloud seconded the motion. With a unanimous vote, the motion carried.

BUDGET:

Department Budget Meeting with Commissioner's Review:

Trena Bauder provided an update on her meeting with the County Commissioners regarding CDS-CC's 2023-24 budget proposal.

OTHER NEW BUSINESS:

Nathan Grotrian – Onboarding:

Trena Bauder reviewed the onboarding timeline for Nate's first day, Monday, May 1, 2023.

DIRECTOR'S REPORT:

April Director's Report:

Trena Bauder did not have additional information to report.

TREASURER'S REPORT:

March Treasurer's Report:

March Treasurer's Report was reviewed. 68% of revenues have been received, and 68% have been expended, with 75% of the year passed.

Tyler Watts made a motion to accept March Treasurer's report as submitted. Nichole Shelstad seconded the motion. With a unanimous vote, the motion carried.

STATISTICAL REPORT:

March Statistical Report:

March Statistical Report was reviewed.

EXECUTIVE SESSION:

Vicki Gilmour made a motion for the Board to move into Executive Session to discuss personnel. Ruth Cloud seconded the motion. With a unanimous vote, the Board moved into Executive Session at 7:40pm.

Vicki Gilmour 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 8:35pm.

The Board did not take action as a result of the executive session.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is May 31, 2023 at 6:00pm at the Children's Developmental Services of Campbell County.

ADJOURN:

There being no further business, Ruth Cloud made a motion to adjourn. Nichole Shelstad seconded the motion. With a unanimous vote, the motion carried. Meeting adjourned at 8:36pm.

Respectfully Submitted,



Nichole Shelstad, Secretary
CDS -CC Board of Directors



Bertine Bahige, Chairman
CDS -CC Board of Directors