

Children's Developmental Services of Campbell County
Board of Director's Meeting
April 28, 2021

MEETING PLACE:

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting, April 28, 2021.

CALL TO ORDER:

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

PUBLIC COMMENT:

There was no Public Comment.

INTRODUCTIONS:

Board members present Bertine Bahige, Holly Hink, and Tyler Watts. Present via Zoom Cindy Reardon. EHS Liaison Shelly Hagen. Director Bob Tranas, Early Childhood Manager Tausha Edmonds, Early Childhood Special Education Manager Trena Bauder, Early Head Start Coordinator Stephanie Stevens. Financial Analyst Carol Curtis, and Senior Administrative Assistant Melissa Kline.

ADDITIONS TO AGENDA:

Bob Tranas added one item to the Agenda:
EHS COVID Funds

READING OF MINUTES:

March 2021:

March 2021 minutes were reviewed.

Cindy Reardon made a motion to approve the March 2021 minutes as written. Holly Hink seconded. With a unanimous vote, the motion carried.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

There was no new business.

REGION XIII PDDS:

Transportation Policy:

Bob Tranas presented a Transportation Policy. This policy will provide guidance to transportation staff.



Holly Hink made a motion to approve the Transportation Policy as submitted. Tyler Watts seconded. With a unanimous vote, the motion carried.

Wyoming Governance Transition Plan:

Bob Tranas shared the House Bill 0063 failed to be referred out of the Education Committee. The shared document outlines the next steps for the Early Childhood Task Force to work on, which includes developing a transition plan.

Records Retention Policy:

Trena Bauder presented a Records Retention Policy that was updated and will begin July 1, 2021. The update to the policy includes electronic record retention.

Holly Hink made a motion to approve the Records Retention Policy as submitted. Tyler Watts seconded. With a unanimous vote, the motion carried.

Part C Data Update:

Trena Bauder shared an update that the finding from the initial report we received from Early Intervention Education Program (EIEP) contained errors. The EIEP was responsible for the errors in the report that skewed our scores.

Wyoming Department of Education Letter to EIEP:

Bob Tranas shared a letter from the Wyoming Department of Education that states a discovery has been made to noncompliance with appropriate licensure/certification of multiple regions.

This letter does not reference our region.

EARLY CHILDHOOD EDUCATION:

Playground Structure:

Tausha Edmonds provided an update on the replacement of the playground equipment.

Cam-plex Agreement:

Tausha Edmonds shared an agreement that has been made with the Cam-plex that will accommodate kindergarten graduation due to restrictions with COVID 19.

EARLY HEAD START:

EHS Continuation Grant Application:

Stephanie Stevens presented the EHS Continuation Grant Application to continue EHS services. The funded year is 9/1/21 through 8/31/22. This will be year three of five. There are no significant changes.

Federal Funds - \$375,663

In-kind - \$93,916

Total - \$469,579

Tyler Watts made a motion to accept the EHS Continuation Grant Application as submitted. Holly Hink seconded. With a unanimous vote, the motion carried.

Office of Head Start Communication:

Stephanie Stevens provided the following information from the office of Head start.

EHS ACF-IM-Head Start Updated COVID

Information Memorandum discusses the flexibilities given to grantees to manage funding.

EHS New Program specialist

Early Head Start has a new program specialist out of Denver, Peggy Manley.

EHS Program Instruction Center-Based Program Option

The duration of service requirement for center-based Head start preschools. By 8-1-2021 every Head Start program must provide at least 1,020 annual hours of planned class operations over the course of at least 8 months per year for at least 45% of Head Start center-based funded enrollment or request a waiver.

EHS COVID Funds:

Bob Tranas discussed available COVID funds in the amount of \$10,835.00. These funds do not have to be expended until March 31, 2023.

Holly Hink made a motion to apply for the EHS COVID 19 funds. Tyler Watts seconded. With a unanimous vote, the motion carried.

BUDGET:

State Contracts:

Bob Tranas provided an update on two State Contracts:

Part B reduction in Federal funds = \$20,070

Part C potential reduction = \$121,693

OTHER NEW BUSINESS:

Board Term Limits:

Bob Tranas shared that the terms for Bertine Bahige and Tyler Watts are going to expire in the end of June 2021. Both are eligible to reapply.

DIRECTOR'S REPORT:

April Director's Report:

Bob Tranas provided a written Director's Report for April.

TREASURER'S REPORT:

March Treasurer's Report:

Carol Curtis presented the April Treasurer's Report.

Holly Hink made a motion to accept the March Treasurer's Report as submitted. Tyler Watts seconded. With a unanimous vote, the motion carried.

EHS Quarterly 425 Report:

Carol Curtis presented the EHS Quarterly 425 Report.

Tyler Watts made a motion to accept the EHS Quarterly 425 Report. Holly Hink seconded. With a unanimous vote, the motion carried.

STATISTICAL REPORT:

March Statistical Report:

The March statistical report was reviewed.

ADJOURN:

There being no further business, Holly Hink made a motion to adjourn. Tyler Watts seconded. With a unanimous vote, the motion carried. Meeting adjourned at 7:09 pm.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is May 26, 2021 at 6:00 P.M. at the Children's Developmental Services of Campbell County.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Cindy Reardon".

Cindy Reardon, Secretary
CDS -CC Board of Directors

A handwritten signature in purple ink, appearing to read "Bertine Bahige".

Bertine Bahige, Chairman
CDS -CC Board of Directors