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P. NEXT MEETING DATE:

June 24, 2020 at 7:00 P.M

Q. ADJOURN

Children's Developmental Services of Campbell County
Board of Director's Meeting
April 29, 2020

MEETING PLACE:

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting via Microsoft Teams, April 29, 2020.

CALL TO ORDER:

The meeting was called to order by Chairwoman Wendy Balo at 7:01p.m.

PUBLIC COMMENT:

There was no Public Comment.

INTRODUCTIONS:

Board members present via Microsoft Teams were Wendy Balo, Carol Yonkee, Bertine Bahige, Cindy Reardon, and Tyler Watts. Director Bob Tranas, Early Head Start Coordinator Stephanie Stevens, Early Childhood Coordinator Tausha Edmonds, and Senior Administrative Assistant Melissa Kline.

ADDITIONS TO AGENDA:

There were no additions to the agenda.

READING OF MINUTES:

Cindy Reardon made a motion to approve the March 2020 minutes as written. Carol Yonkee seconded. With a unanimous vote, the motion carried.

OLD BUSINESS:

There was no old business.

Cindy Reardon followed up on the dates for the GOLD training. Tausha Edmonds stated that GOLD was unable to accommodate a different time.

NEW BUSINESS:

REGION XIII PDDS:

CDS-CC Adapted Learning Plan:

Bob Tranas shared what the intention for services during the pandemic would be for both Part B and Part C. Staff reached out to families to find those still wanting to continue services during the Pandemic. Both Part B and Part C have made arrangements and adapted learning resources for those wanting to continue service.



Early Intervention Service Delivery Data:

Bob Tranas shared the data of families that wanted to continue services during COVID-19.

EARLY CHILDHOOD EDUCATION:

Update on services through COVID19:

Tausha Edmonds shared the ways that classrooms continue to serve their families during the pandemic. Classrooms continue to use social media and other resources to reach their families.

Parent Parade:

Tausha Edmonds shared about the Parent Parade.

EARLY HEAD START:

EHS Continuation Grant Application:

Stephanie Stevens presented the EHS Continuation Grant Application. This grant will provide funds that support providing services to 36 families in the EHS Home Based program. Board members reviewed and discussed the 2020-2021 EHS Continuation Grant Application. The total budget is \$412,324.00, Federal Funds \$329,859.00, and Non-Federal share of \$82,465.00.

Carol Yonkee made a motion to approve the 2020/2021 EHS Grant request as submitted. Cindy Reardon seconded. With a unanimous vote, the motion carried.

EHS COLA and Quality Improvement Application:

Stephanie Stevens shared the EHS COLA and Quality Improvement Grant Application. CDS is allocated \$6,397 for COLA which will be used towards the cost of health insurance. Quality Improvement funds in the amount of \$35,000 will be used for improving our approach to trauma informed care. The total federal funds included in this grant equal \$41,397 with a non-federal match of \$10,350 for a total budget of \$51,747.

Cindy Reardon made a motion to approve the EHS COLA and Quality Improvement Application as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.

EHS 60 Day Monitoring Notification:

Stephanie Stevens shared the CDS-EHS program is in review. The review will be conducted through a series of phone calls the week of June 8-12, 2020. The Board members may be asked to participate in phone calls as part of the review.

EHS Program Instruction – COVID – 19 Funds:

Stephanie Stevens shared that CDS-EHS will receive a one-time funding opportunity from the Office of Head Start, to apply to expenses related to COVID – 19 in the amount of \$10,440. CDS-EHS is looking at purchasing laptops to further serve families in the case of another outbreak.

BUDGET:

2020-2021 Budget Update:

Bob Tranas shared an update on the 2020-2021 Budget. County Agencies have been informed there will be a budget cut next year. The three current open positions at CDS have been placed on a freeze. All new contracts with the County are on a freeze.

OTHER NEW BUSINESS:

COVID – 19 Closure – Reopening Plan:

Bob Tranas shared a plan to reopen the center. The plan allows for CDS to reopen in order to provide childcare services. The plan allows 10 per classroom that includes 8 children and 2 staff per classroom. CDS had 60 families eligible for childcare, 40 families elected to bring their children. The reopening plan was presented and approved by Public Health.

Cindy Reardon made a motion to approve the COVID – 19 Reopening Plan as submitted. Tyler Watts seconded. With a unanimous vote, the motion carried.

DIRECTOR'S REPORT:

Bob Tranas provided a verbal report for April.

TREASURER'S REPORT:

March Financial Report:

The March Financial Report was presented.

Bertine Bahige made a motion to accept the March Financial Report as submitted. Cindy Reardon seconded. With a unanimous vote, the motion carried.

EHS Federal Financial Quarterly Report:

The EHS Federal Financial Quarterly Report was presented.

Cindy Reardon made a motion to accept the EHS Federal Financial Quarterly Report as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.

EHS Federal Financial Semi-Annual Report:

The EHS Federal Financial Semi-Annual Report was presented.

Cindy Reardon made a motion to accept the EHS Federal financial Semi-Annual Report as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.

STATISTICAL REPORT:

The March statistical reports were reviewed.

ADJOURN:

There being no further business, Cindy Reardon made a motion to adjourn. Carol Yonkee seconded. With a unanimous vote, the motion carried. Meeting adjourned at 8:14pm.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is May 27, 2020 7:00 P.M. at the Children's Developmental Services of Campbell County.

Respectfully Submitted,

Cindy Reardon, Secretary
CDS -CC Board of Directors

Wendy Balo, Chairwoman
CDS -CC Board of Directors

Bill No.: SF0087 **Effective:** 7/1/2020 12:00:00 AM

LSO No.: 20LSO-0338

Enrolled Act No.: SEA No. 0059

Chapter No.: 128

Prime Sponsor: Pappas

Catch Title: **Audiology and speech-language pathology compact.**

Subject: Audiology and speech-language pathology compact.

Summary/Major Elements:

- The act adopts the Audiology and Speech-Language Pathology Interstate Compact and provides for administration and participation in the Compact by the State through the Board of Examiners of Speech-Language Pathology and Audiology.
- The act also authorizes the interstate practice of audiology and speech-language pathology pursuant to the Compact.
- The act requires fingerprinting and background checks of license applicants and for certain license renewals in conformance with the Compact.

The above summary is not an official publication of the Wyoming Legislature and is not an official statement of legislative intent. While the Legislative Service Office endeavored to provide accurate information in this summary, it should not be relied upon as a comprehensive abstract of the bill.

While we were closed to the public, we...

- Painted 5 classrooms, the hallways, and the Teton room



- Prepared special education files for children transitioning to Kindergarten
- Input immunization records into Procare
- Developed social stories for the classrooms to use when we are back in sessions and to help children understand why they are not going to school



- Raked and disposed of leaves on the playground
- Raked wood chips in the garden area
- Painted and stained garden planters
- Prepared to reopen
- Reorganized files
- Reorganized supply storage
- Brought in a load of dirt and filled up the planters to prepare them for planting

- Cleaned out the toys in the sandbox and disposed of broken ones
- Picked up garbage around the building
- Cleaned and organized both planning rooms
- Organized storage cabinets in classrooms
- Cleaned and organized the annex
- Closed and wrapped files
- Thoroughly sanitized the entire building
- Cleaned and organized storage closets in the building



- Thoroughly cleaned and sanitized the atriums
- Cleaned up books out of the Sea, giving many of them to families to use while at home
- Put together and delivered activity packets for families
- Updated visuals throughout the building

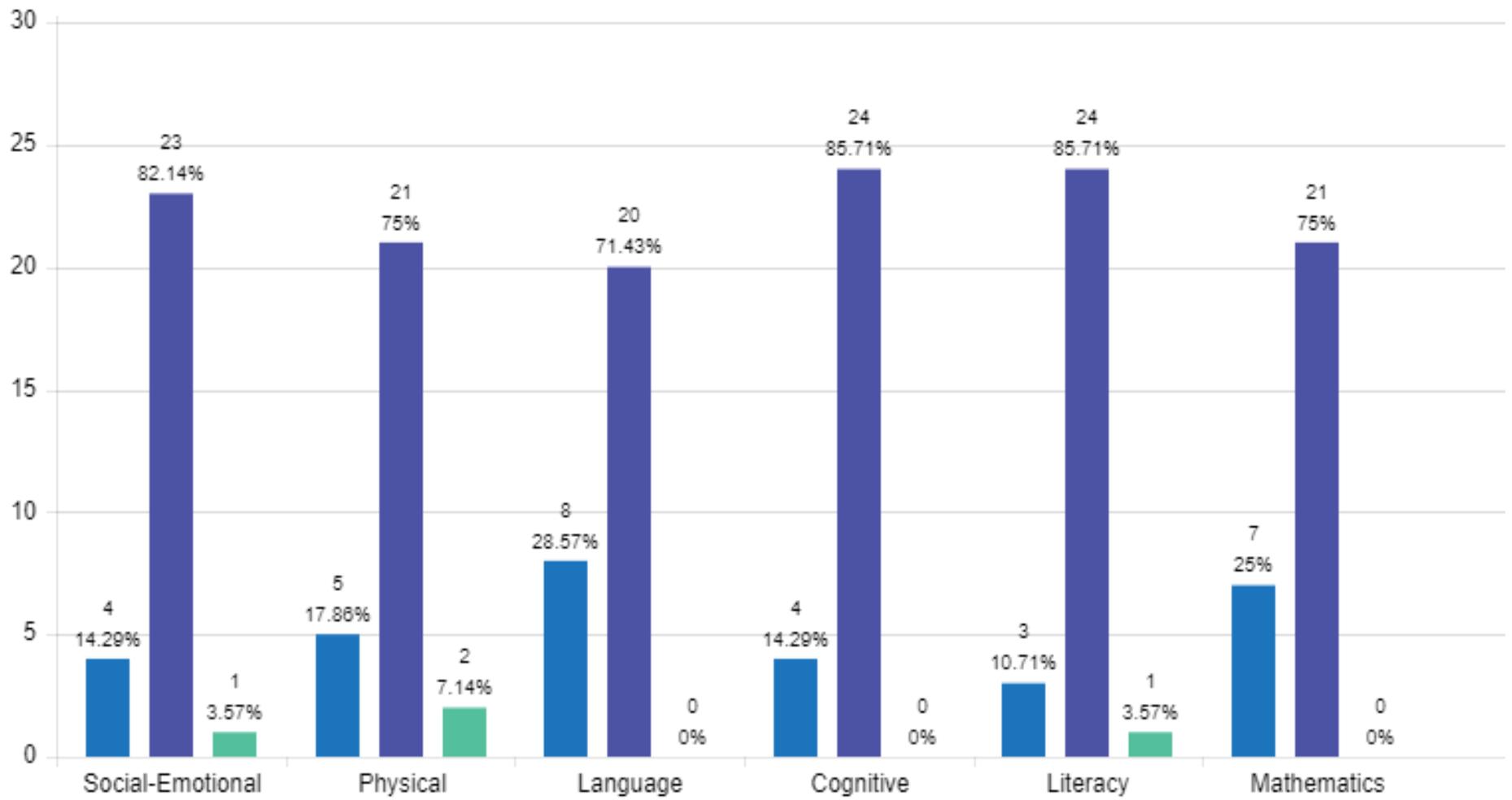
- Recorded videos for Facebook and YouTube



- Communicated with families weekly through zoom, teams, and remind.com
- Updated bulletin boards.
- Participated in Trainings including: *The Annual 8, PPE, Building Positive Strengths Based Teams, Loose Parts, Observing Children for GOLD Documentation, Love and Logic for Children with Special Needs, Implementing Open Ended Questions in the classroom, and Defensive Driving*
- Worked on NAEYC Portfolios
- Reviewed NAEYC Accreditation Standards and Assessment Items
- Rearranged and organized rooms
- Planned and implemented a parade for families
- Chalk painted the back of bookshelves and tables
- Put together and delivered May baskets for children



- Developed Birthday Boards
- Completed book studies on *The Ideal Team Player* and *Play is the Thing*
- Developed COVID-19 Procedures and a plan to reopen
- Redid zone defense
- Trained new staff members
- Developed social stories for classrooms to use when we are back in session and social stories to use during the pandemic



2020-2021 Supplement- COVID-19 One Time

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Narrative

Children's Developmental Services of Campbell County (CDS-CC) reviewed ACF-PI-HS-20-03 and the Funding Guidance to help determine the direction for the use of the COVID-19 One Time Supplement. CDS-CC is allocated \$10,440 for the COVID-19 One Time Supplement for activities to prevent, prepare for, and respond to COVID-19.

CDS-CC proposes to utilize the COVID-19 funds to purchase laptop computers for the Early Head Start Home Visitors and Early Head Start Coordinator in order to maintain program operations and remote service provision in response to the requirements for social distancing due to COVID-19. This technology will also be used once the COVID-19 health emergency has passed to enhance family access to information and resources as well as the quality of services provided once in-person home visits are able to resume.

When it is safe to resume in-person service delivery, it is anticipated that additional precautions will be necessary to maintain a safe and healthy environment for children, families, and staff.

The use of forehead scan infrared thermometers is recommended for health screening. In order to allow staff to complete adequate health screening at the beginning of home visits and when families return to the center, one thermometer will be purchased for each of the 3 home visitors and the health check station at the main entrance to the CDS Annex, where the EHS program is housed. Cost for this item is \$100 per thermometer for a total cost of \$400. Additionally, one portable plexiglass barrier will be purchased for each home visitor for use during face-to-face interactions with children and families. Estimated cost is \$200 per barrier for a total of \$600.

Books, toys, and materials that are easily sanitized will be purchased for program use while remote services are necessary as well as when home visits resume. These may include items

such as board books, blocks, and other open-ended, age-appropriate toys that could be left with families for a limited time and later traded for other materials to support continued progress towards child development and family goals. The amount budgeted for books and materials is \$1100.

Additional funds in the amount of \$1020 will be available to purchase PPE as recommended when in-person services can safely resume; necessary supplies to sanitize and clean vehicles, books, toys, and materials between and following home visits; and any additional supplies needed to establish and maintain health screening procedures prior to home visits and upon entrance to the CDS-CC annex.

Non-Federal Match

The Head Start Act recognizes that current circumstances may prevent grantees from providing all or a portion of the required non-federal contribution. The Office of Head Start has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve a waiver of the non-federal match requirement for this funding opportunity.

Budget

Supplement- COVID-19 One Time		
Purchase	Federal Share	Non-Federal Share
Laptops (4)	\$7,320	\$0
Infrared Forehead Scan Thermometer (4)	\$400	\$0
Portable Plexiglass Shields (3)	\$600	\$0
Books, toys, and materials	\$1100	\$0
Supplies (sanitation, PPE, etc.)	\$1020	\$0
Totals	\$10,440	\$0

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-04	2. Issuance Date: 05/21/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

INSTRUCTION:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 (P.L. 116-136), makes available \$750 million for programs under the Head Start Act, which includes up to \$500 million for the purpose of operating supplemental summer programs.

The Office of Head Start (OHS) published Program Instruction (PI) [ACF-PI-HS-20-03](#) on April 14, 2020 with information on applying for funding made available under the CARES Act. Due to the continued fluidity of the coronavirus disease 2019 (COVID-19) pandemic, this PI supersedes ACF-PI-HS-20-03.

In this PI, OHS updates funding instructions to provide greater flexibility so all grantees can respond to the unique and constantly evolving circumstances within their communities during the COVID-19 pandemic. It provides updated guidance and a simplified process for applying for all funds under the CARES Act. All CARES Act funding, including funds for voluntary summer programs, will be distributed as one-time funding by formula based on each grantee's funded enrollment.

Updated Funding Guidance

Many states and localities implemented stay-at-home or shelter-in-place orders to combat the spread of COVID-19 in March, April, and May, resulting in an unprecedented closure of Head Start programs across the country. Federal, state, and local officials are issuing new guidance on how communities will reopen in the coming weeks and months, and decisions could shift based on emerging data. OHS recognizes grantees will need flexibility to carefully plan reopening Head Start and Early Head Start programs while adhering to state and local guidance. Even with the best of planning, grantees may not be able to anticipate all needs and challenges that will arise over time.

Because grantees cannot predict with certainty when programs can safely open, OHS wants to ensure CARES Act funds are awarded in a manner that supports grantees' operation of supplemental summer programs while maintaining flexibility to repurpose those funds for other

one-time activities related to COVID-19, if needed. To achieve this, OHS has updated the funding guidance to fully distribute CARES Act funds by formula based on each grantee's funded enrollment. This will allow all grantees to be nimble and modify their spending plans as necessary based on state and local guidance. It will also mitigate the risk of either a substantial delay or unbalanced distribution of funding if a significant portion is separately awarded for the sole purpose of summer programs and some grantees are not able to operate during the summer as intended.

Grantees planning to operate summer programs are expected to continue to move forward with those plans if able to do so. Further, grantees that were not planning to operate summer programs now have the flexibility to do so. Summer programs are critical to offset losses in learning opportunities and comprehensive services due to program closures resulting from COVID-19. Grantees that are able to operate should continue to make every effort to prioritize (1) enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 school year and (2) enrolled children with an Individualized Education Program (IEP). Summer programs are still expected to provide the full range of comprehensive services to the extent possible, with a focus on preparing children for the coming school year.

Most grantees will receive sufficient funding to implement a summer program as planned. Others may need to revise their original plans to align with the adjusted one-time funding amount by formula, based on each grantee's funded enrollment. Grantees will have the flexibility to make programmatic changes or implement innovative approaches to adhere to state and local guidance. In addition, this simplified approach allows grantees the opportunity to use those funds for other one-time activities in response to COVID-19 if a summer program cannot operate.

To implement this updated funding approach, Supplement – COVID-19 One-Time applications already in progress will be amended to reflect adjusted amounts made available by formula. Programs no longer need to submit the separate 2020 Summer Supplement application.

Additional Information

Additional information and materials on COVID-19, including summer programming, are available on the [Responding to COVID-19](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

Thank you again for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-03	2. Issuance Date: 05/21/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2020	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities

INFORMATION:

On March 30, 2020, the Administration for Children and Families (ACF) issued [IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19](#). It provides guidance related to fiscal flexibilities and waivers affecting grant applications, no-cost extensions, allowable costs, extension of certain deadlines, procurement, prior approvals, indirect cost rates, and single audit submissions.

This Information Memorandum (IM) describes how the Office of Head Start (OHS) is implementing each item from the ACF Memorandum. Please note that some items are implemented by OHS as issued by ACF and others are implemented with noted program-specific guidance.

1. Flexibility with System for Award Management (SAM) registration. ([45 CFR §75.205](#); [2 CFR §200.205](#))

ACF is relaxing the requirement for active SAM registration at the time of application in order to expeditiously issue funding. However, Federal awarding agency review of risk posed by applicants at the time of award continues to apply. Current registrants in SAM with active registrations expiring before May 16, 2020, will be afforded a one-time extension of 60 days.

OHS will accept applications from entities not having a SAM number. However, within 60 days of the date of application or by the date of award issuance, whichever is sooner, the awardee must have obtained a SAM number. This flexibility will apply to applications submitted and awards made through September 30, 2020 subject to adjustment at the discretion of OHS.

2. Flexibility with application deadlines. ([45 CFR §75.202](#); [2 CFR §200.202](#))

ACF is providing flexibility with regard to the submission of competing applications in response to specific announcements. As appropriate, ACF will post specific guidance on its websites and/or provide a point of contact for an Agency program official.

There are currently no OHS-specific flexibilities with regard to application deadlines. Applicants should continue to submit them on their scheduled due dates. One-time applications, such as those needed to address facility health and safety concerns, will continue to be accepted for consideration. An applicant/grantee must contact their Regional Grants Management officer in the event it is unable to meet a scheduled due date.

3. No-cost extensions on expiring awards. ([45 CFR §75.308](#); [2 CFR §200.308](#))

To the extent permitted by law and at the respective Program Office's discretion, ACF will consider no-cost extension requests for awards active as of March 31, 2020, and scheduled to expire up to December 31, 2020, for a period of up to twelve (12) months. This will allow time for grantee/recipient assessments, resumption of individual projects, and a report on program progress and financial status to ACF staff. See Item 9 regarding financial, performance, and other reporting.

Grantees with Head Start awards active as of March 31, 2020 and scheduled to end on or before December 31, 2020 may, at the discretion of OHS, receive a no-cost extension of the project period of their award for up to 12 months, inclusive of any previous extensions. Grantees with awards active during the designated period of March 31, 2020 through December 31, 2020 who require no-cost extensions should submit their extension request to the Regional Grants Management officer as soon as possible to allow time for processing and issuance of a revised notice of award.

OHS will address on a case-by-case basis the need for no-cost extensions for project periods to transition program services and assets, including real property, to a replacement grantee designated as a successor to some or all of a grantee's service area because of a designation renewal system competition, OHS de-funding, or grantee relinquishment of an award.

4. Abbreviated non-competitive continuation requests. ([45 CFR §75.308](#); [2 CFR §200.308](#))

For continuation requests scheduled to come in from April 1, 2020 to December 31, 2020, from projects with planned future support, ACF will accept a brief statement from grantees/recipients to verify that they are in a position to: 1) resume or restore their project activities; and 2) accept a planned continuation award. ACF will post any specific instructions on our website at <https://www.acf.hhs.gov/coronavirus>. ACF will examine the need to extend this approach on subsequent continuation award start dates as grantees/recipients have an opportunity to assess their situations.

OHS is accepting abbreviated narrative information in support of continuation applications due between April 1 and December 31, 2020. A grantee submitting an application for a non-competitive continuation award during the noted period must complete the budget and schedule tables within the Head Start Enterprise System (HSES), and submit only a budget justification (Section II) for the Application and Budget Justification Narrative document. Applicants must also complete any other applicable tabs in HSES, with supporting documents. [Previously published guidance](#) around non-federal match waiver requests and governing body and Policy Council approvals is also applicable to continuation applications. Submission of the noted information indicates the applicant's intent to resume or restore their project activities and accept the continuation award once issued.

5. Allowability of salaries and other project activities. ([45 CFR §75.403](#), [45 CFR §75.404](#), [45 CFR §75.405](#), [45 CFR §75.430](#), [45 CFR §75.431](#), [45 CFR Part 75 Subpart E – Cost Principles](#); [2 CFR §200.403](#), [2 CFR §200.404](#), [2 CFR §200.405](#), [2 CFR §200.430](#), [2 CFR §200.431](#), [2 CFR Part 200 Subpart E – Cost Principles](#))

To the extent permitted by law, ACF will allow grantees/recipients to continue to charge salaries and benefits to their currently active awards consistent with the grantees'/recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. Grantees/recipients will be permitted to amend/create emergency policies in order to put emergency contingencies in place. ACF will allow other allowable costs (e.g., program-related, allocable, reasonable) that are necessary to resume activities supported by the award to be charged to their awards, consistent with applicable Federal cost principles and the benefit to the project. ACF will evaluate the grantee's/recipients' ability to resume the project activity in the future and the appropriateness of future funding, as done under normal circumstances based on subsequent progress reports and other communications with the grantee/recipient. ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302](#) ([2 CFR §200.302](#)) (financial management) and [45 CFR §75.361](#) ([2 CFR §200.333](#)) (record retention), to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services. Grantees/Recipients are prohibited from using grant funds for costs that are reimbursed or compensated by other federal or state programs that provide for such benefits, including but not limited to the Small Business Administration's Paycheck Protection Program, the \$100 billion in the Public Health and Social Services Emergency Fund, or unemployment compensation.

OHS has previously issued guidance related to ongoing payment of salary and benefits to employees during the COVID-19 outbreak and related center closures. Review:

- [COVID-19: Staff Wages and Benefits](#)
- [Update to Wages and Benefits Flexibility During the COVID-19 Pandemic](#)
- [Responding to Head Start Grantee Questions on COVID-19](#)

In summary, OHS has directed grantees to continue to pay regularly scheduled wages and benefits to employees unable to report to their usual work location because of COVID-19. Continued pay and benefits assures that families and children receive services to the full extent possible during center closures and employees are ready to report to work when centers re-open.

This flexibility does not extend to non-COVID-19 related closures during which employees would not otherwise be paid, such as summer breaks.

6. Allowability of costs not normally chargeable to awards. ([45 CFR §75.403](#), [45 CFR §75.404](#), [45 CFR §75.405](#), [45 CFR Part 75 Subpart E – Cost Principles](#); [2 CFR §200.403](#), [2 CFR §200.404](#), [2 CFR §200.405](#), [2 CFR Part 200 Subpart E – Cost Principles](#))

To the extent permitted by law, ACF will allow grantees/recipients who incur costs related to the cancellation of events, travel, and/or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant funded activities **due to the public health emergency**, to charge these costs to their award without regard to allowability of costs, reasonable costs, and allocable costs. ACF will allow grantees/recipients to charge the full cost of cancellation when the event, travel, and/or other activities are conducted under the auspices of the grant. **Grantees/recipients should not assume additional funds will be available should the charging of cancellation or other fees result in a shortage of funds to eventually carry out the event, travel, and/or other activities.** ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302](#) ([2 CFR §200.302](#)) (financial management) and [45 CFR §75.361](#) ([2 CFR §200.333](#)) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services **due to the public health emergency**. As appropriate, ACF will post additional guidance on specific types of costs on its websites and/or provide a point of contact for an Agency program official.

OHS recognizes that delivery of Head Start and Early Head Start services and family supports during the COVID-19 outbreak is both challenging and complex, especially when many families are isolated within their homes and may have experienced changes in life circumstances, such as job layoffs. In this unprecedented service environment, OHS understands costs that are necessary and reasonable for the performance of a Head Start award may be very different from allowable costs during normal operations. Circumstances in local communities may also vary significantly from state to state and within geographic areas. Grantees are expected to use prudent judgment and their knowledge of service populations and community circumstances to determine what expenses are necessary and reasonable to maintain services and, when possible, re-open centers. It will be important for grantees to document that costs incurred are necessary, reasonable, and allocable to the program's COVID-19 response for enrolled children and their families.

7. Prior approval requirement waivers. ([45 CFR §75.407](#); [2 CFR §200.407](#))

To the extent permitted by law and at the respective Program Office's discretion, ACF will waive existing requirements to seek prior approval for allowable costs within program-specific authorities to effectively address the public health emergency response. However, grantees/recipients may continue to seek prior approval to avoid any potential disallowance or dispute based on unreasonableness or allocability for the allowable cost proposed or charged to the Federal award related to COVID-19. Grantees/recipients should remain in communication with Office of Grants Management (OGM) and must continue to act within existing guidelines for use of Federal funds. This temporary flexibility does not make unallowable expenses

allowable under a Federal award. **For those selected items of cost that are not directly related to COVID-19, the prior approval requirements remain in effect.** All costs charged to Federal awards must be consistent with Federal cost policy guidelines and the terms of the award, except where specified in [this memorandum](#). ACF is requiring grantees/recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302](#) ([2 CFR §200.302](#)) (financial management) and [45 CFR §75.361](#) ([2 CFR §200.333](#)) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services. As appropriate, ACF will post additional guidance on specific types of costs being allowed (or not allowed) on its websites and/or will provide a point of contact for an ACF program official.

Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements. These waivers do not apply to COVID-specific summer program awards.

- a. Prior approval for the purchase of equipment ([45 CFR §75.308\(c\)\(1\)\(xi\)](#)). Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval. This waiver applies to purchases made between January 20, 2020 and December 31, 2020.*
- b. Budget modifications ([45 CFR §75.308\(e\)](#)). In order to allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to re-open closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million between January 20, 2020 and December 31, 2020.*
- c. Procurement by noncompetitive proposals ([45 CFR §75.329\(f\)\(2\)](#)). OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole source purchasing between January 20, 2020 and December 31, 2020 to obtain goods and services needed for COVID-19 response and recovery.*

8. Exemption of certain procurement requirements. ([45 CFR §75.328](#), [45 CFR §75.330](#); [2 CFR §200.319\(b\)](#), [2 CFR §200.321](#))

As appropriate, ACF will waive the procurement requirements related to geographical preferences and contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

OHS does not have Head Start-specific guidance associated with this flexibility. The exemption of certain procurement requirements noted above applies as stated to Head Start grantees.

9. Extension of financial, performance, and other reporting. ([45 CFR §75.341](#), [45 CFR §75.342](#), [45 CFR §75.343](#); [2 CFR §200.327](#), [2 CFR §200.328](#), [2 CFR §200.329](#))

ACF will allow grantees to delay submission of financial, performance and other reports up to three (3) months beyond the normal due date. Grantees will be allowed to continue to draw down Federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the postponed period. In addition, ACF will waive the requirement for recipients to notify the agency of problems, delays or adverse conditions related to COVID-19 on a grant by grant basis ([45 CFR §75.342\(d\)\(1\)](#); [2 CFR §200.328\(d\)\(1\)](#)).

The extension of financial performance and other reporting noted above applies as stated to Head Start grantees, except that grantees must continue to submit open/closed center status reports and enrollment information without postponement.

10. Extension of currently approved indirect cost rates. ([45 CFR §75.414.\(c\)](#); [2 CFR §200.414\(c\)](#))

The flexibility to extend currently approved indirect cost rates is the responsibility of the [HHS Program Support Center, Cost Allocation Services \(PSC/CAS\)](#). Grantees/recipients are instructed to contact PSC/CAS with any cost allocation and indirect cost rate questions. The contact information for PSC/CAS is available at <https://rates.psc.gov/fms/dca/map1.html>. Visit the [disclaimer page](#). As a courtesy, grantees/recipients are encouraged to copy their respective assigned OGM specialist.

OHS does not have Head Start-specific guidance associated with this flexibility and the extension of currently approved indirect cost rates noted above applies as stated to Head Start grantees.

11. Extension of closeout. ([45 CFR §75.381](#); [2 CFR §200.343](#))

ACF will allow the grantee/recipient to delay submission of any pending financial, performance, and other reports required by the terms of the award for the closeout of expired projects, provided that proper notice about the reporting delay is given by the grantee/recipient to the Agency. This delay in submitting closeout reports may not exceed one year after the award expires.

OHS grantees with project periods ending between April 1 and December 31, 2020 may request a delay of up to one year for submission of any pending financial, performance, or other reports required by the terms of their award. To request an extension, a grantee must submit a written request to its Regional Grants Management officer indicating the financial, performance, or other reports for which an extension is requested and the length of the requested extension. Extensions will generally be given in three-month increments and are effective only when approved in writing by ACF.

OHS will not entertain requests for extension of any closeout reports or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a designation renewal system competition, OHS de-funding, or grantee relinquishment of an award.

12. Extension of Single Audit submission. ([45 CFR §75.512](#); [2 CFR §200.512](#))

As permitted under the [OMB M-20-17 memo](#), ACF will allow grantees/recipients and subrecipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of the date of the issuance of this memorandum and that have fiscal year-ends through June 30, 2020, to delay the completion and submission of the Single Audit reporting package, as required under Subpart F of [45 CFR §75.501](#) ([2 CFR §200.501](#)) (audit requirements), to six (6) months beyond the normal due date. This extension does not require individual grantees/recipients and subrecipients to seek approval for the extension by ACF or oversight agency for audit; however, grantees/recipients and sub-recipients should maintain documentation of the reason for the delayed filing. Grantees/recipients and subrecipients taking advantage of this extension would still qualify as a "low-risk auditee" under the criteria of [45 CFR §75.520\(a\)](#) ([2 CFR §200.520\(a\)](#)) (low-risk auditee criteria).

OHS does not have Head Start-specific guidance associated with this flexibility. The extension of single audit submission information noted above applies as stated to Head Start grantees.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

Focus Area One Monitoring Protocol: Understanding the Approach to Program Services

Program Design and Management

Purpose: Gain a foundational knowledge of the grantee's program design and structure

Program Design

Performance Measure 1 (PM1): The grantee's program structure and design is informed by the community's strengths and needs.

1. *Describe how the program took into account various characteristics, such as ethnicity, language, disabilities, mental health, children in foster care, homelessness, and working families when designing the program.*

A comprehensive community assessment is completed once during each five-year grant cycle and is reviewed and updated annually to identify any significant changes. The most recent comprehensive community assessment completed by the Campbell County CARE Board in 2019 was reviewed and showed that the demographics in Campbell County as well as the needs of children and families in Campbell County have remained consistent. The program is able to identify the "at-risk" families and select them for the program, currently an emphasis is placed on children in foster care and those who are homeless.

2. *Describe how the program selected program options(s) and program location to meet the needs of children and families*

The service area is Campbell County. Within Campbell County, Gillette is the area of greatest need due to the higher population and therefore higher number of families living in poverty. It is estimated that 19.4% or 700 children under age 5 live in poverty in Campbell County.

The Early Head Start program option is a home-based model for all 36 enrolled families. Community needs have remained consistent based on the most recent Community Assessment. This option is most appropriate to work with families in our area due to the rural nature of the area, challenges faced by families, and the ongoing need and interest shown in home-based services as evidenced by our wait list.

3. *How does the program maintain full and effective participation of children who are dual language learners and their families?*

CDS-CC has contracts with interpreters who are available to support participation of dual language learners and their families by providing translation during home visits, socializations, screening and all other program activities. Curriculum materials are

available in Spanish and provided to families in their primary language. The screening tool used for developmental screening of all EHS children provides guidance on screening children from Spanish speaking families.

Program Management

PM2: The grantee has an approach to providing effective management and oversight of all program areas and fiduciary responsibilities.

1. *Discuss how the program, in collaboration with the governing body and the policy council, develops goals for the provision of program services.*

Board Members, Policy Council members and parents are given the opportunity to provide input in the development of Program and School Readiness Goals. Parents provide input through Policy Council, Parent Committee and home visits. Their input guides the revision process. Policy Council and the Board of Directors receive reports on the progress of the goals and have the opportunity to provide input. Final drafts of all goals are presented to and approved by Policy Council, then the Board of Directors. The collaborative process also includes reviewing and discussing program data, aggregated data from Parent and Community Questionnaires, Community Assessment results and the program's annual-self-assessment. The program goals are designed to compliment and support the Head Start Program Performance Standards and the Office of Head Start/Early Head Start priorities.

2. *Describe the process for monitoring program performance and using program data to evaluate progress and risk, and to inform continuous improvement in all program service areas*

An annual self-assessment is completed which consists of reviewing aggregated data from ongoing child and family assessment, individual files, forms, policies and procedures, ERSEA data, MOU's, program data and other records as appropriate. Additionally, observations of home visits and socializations are completed. During this process, multiple sources of data are used to assess how well systems are working together to support the delivery of high-quality services.

Staff also monitor program performance on an on-going basis through a committee, Creating a Culture for Learning (CC4L), who monitors child assessment data, attendance, and learning environments. The Safety Committee completes safety checks on an on-going basis. ERSEA data, financial reports, statistical reports, and on-going assessment data are reviewed and shared with Policy Council and the Board of Directors each month.

- 3. Discuss how the program plans to supervise staff and provide feedback to inform professional development opportunities and continuous program improvement.*

Areas of need for training are identified through review of program data, program requirements, and areas of concern or interest identified during reflective supervision, coaching, and EHS team meetings. Staff training hours are tracked to ensure each staff member completes a minimum of 15 hours of professional development per year as required in the Head Start Program Performance Standards. Training methods may include onsite group trainings, group and individual technical assistance, workshops, peer training, webinars, research and article reviews, and mentorships. Time for staff to participate in training is prioritized.

- 4. Describe the process for using child-level assessment data and other program data to direct ongoing program improvement.*

CDS-CC uses Teaching Strategies Gold as an ongoing assessment tool for all children. Checkpoints are completed three times per year by the EHS Home Visitor and family. Checkpoint data is analyzed at the child, home visitor, and program level to ensure all children are progressing and identify any potential areas for improvement in instruction and service delivery.

The EHS program also uses the Life Skills Progression (LSP) to support families in their efforts to become more self-sufficient. The LSP data demonstrates the amount of growth each family makes during their time in the program. Home visitors use this information for individual planning. Program data from the LSP is used to identify areas to improve through efforts such as enhancing community partnerships, seeking additional training, or providing other supports.

- 5. Discuss how program leadership communicates to the program staff, policy council, and governing body about program progress.*

The EHS coordinator reviews ERSEA data, financial reports, statistical reports, on-going child and family data, lesson plans, socialization plans, and progress towards meeting individual goals on a monthly basis. This data is discussed during reflective supervision meetings with EHS home visitors and during twice monthly EHS team meetings.

ERSEA data, financial reports, statistical reports, and results of on-going assessments are shared with Policy Council and the Board of Directors during monthly meetings.

- 6. Discuss how the grantee ensures that budget and staffing patterns support the provision of a full range of services*

Each year the budget committee develops a budget for each cost-center. The goal of each budget is to ensure quality staffing is available to provide program services in a cost-effective manner while promoting optimal development of each child.

Program Governance

PM3: The grantee maintains a formal structure for program governance that includes a governing body, a policy council, and parent committees

1. *Describe the composition of the governing body and policy council, and the grantee's strategy for leveraging their expertise*

The **Governing Body structure** consists of the Board of County Commissioners, who has legal and fiduciary responsibilities. The Board of County Commissioners is an elected board. The **Board of Directors** membership is a political appointment by the County Commissioners and consists of five concerned individuals interested in early education and early intervention services. Board Members are exempt from the requirements of the Head Start Act, as they are political appointments. Although the Board is exempt from Section 642(c)(B-D) of the Head Start Act, the Board does have expertise in each of the following required areas: fiscal management or accounting and early childhood education and development. Legal representation is provided through the Campbell County Attorney's Office.

The Policy Council meets monthly and consists of five members and two alternate members who are elected annually by the parent committee through an application process. Three of the members are EHS parents, one from each home visitor's caseload, and two members are from the community but also elected by the Parent Committee.

2. *Describe how the governing body and policy council are equipped to meet their roles and responsibilities, and to provide effective oversight.*

Policy Council meets monthly and conducts the duties and responsibilities as described in the Head Start Program Performance Standards. Responsibilities of Policy Council include approving policies concerning ERSEA, school readiness goals, curriculum selection, program goals, grant applications, budget, Policy Council by-laws, and policy for electing Policy Council members. Policy council receives and reviews monthly reports on ERSEA, finances, statistics, nutrition, and other topics that allow them to engage in ongoing monitoring of the EHS program and services.

The Board of Directors receives monthly reports on finances, statistics, nutrition, and other programmatic topics which allow them to monitor services on an on-going basis. They receive ongoing monitoring results and data on school readiness goals as the information is available. Policy Council meets prior to the Board meeting, so decisions made by the Policy Council are available and shared with the Board by either the Executive Director, EHS Coordinator, and/or the Policy Council Liaison. Annually, the Board reviews results of surveys, community assessments, annual self-assessments, and grant applications.



OFFICE

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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

May 15, 2020

Mr. Bob Tranas, Executive Director
Children's Developmental Services - Campbell County
1801 4-J Road
Gillette, WY 82718

Dear Bob:

The Board of Commissioners has completed a review of your budget request for fiscal year 2020-2021, and provisionally recommend a proposed budget for the Children's Developmental Services as follows:

Operating:

- Provisionally approve the proposed budget to include the requested and offered budget reductions. Please note this provisional approval includes approval of a Speech/Language Pathologist.

Capital:

- Remove the Hampton Bay Umbrellas (4). The Commission would like the playground structure approved below to include a mechanism for shade.
- Harness System (\$2,875) approved for 1% funds.
- Playground Structure (to include shade) approved in the total amount of \$28,000 from 1% funds.

Capital/ITS:

- Replacement laptops (4) at cost of \$9,000 and replacement printer with tray at a cost of \$1,225 for a total of \$10,225, provisionally approved.

Thank you for submitting the Children's Developmental Services of Campbell County Fiscal Year 2020-2021 budget proposal. The Campbell County Fiscal Year 2020-2021 budget will be adopted on June 16, 2020 with a public hearing scheduled for June 15, 2020 at 6:00 p.m. If you have any questions regarding the provisional recommendations, please contact the County Clerk or my office.

Sincerely,

Carol Seeger
Executive Director of Administration

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.

RANGE PLACEMENT TABLE

Range Rates Effective: June 28, 2020

CAMPBELL COUNTY - SALARY RANGES

Updated: 5/1/2020

(Approximately 40% Between MIN and MAX)

CLASSIFICATION TITLE		GRADE	MINIMUM	MIDPOINT	MAXIMUM
Food Services Worker Bus Assistant Childcare Aide	Library Page	101	\$12.81	\$16.01	\$19.22
	Custodian I		\$26,647.90	\$33,309.88	\$39,971.85
			<i>Hourly rate stated for non-exempt employees</i>		
			<i>Annual salary stated for exempt employees</i>		
Treatment Court Assistant Drug Court Assistant Custodian II	Recreation Desk Coordinator	102	\$13.71	\$17.14	\$20.56
			\$28,513.25	\$35,641.57	\$42,769.88
Event Custodian Instructional Assistant Deputy Treasurer I	Deputy District Court Clerk I	103	\$14.67	\$18.33	\$22.00
	Deputy County Clerk I		\$30,509.18	\$38,136.48	\$45,763.77
Event Custodian, Senior Administrative Assistant Bus Driver Lifeguard, Senior WIC Specialist Library Generalist	Outreach Services Specialist	104	\$15.99	\$19.98	\$23.98
	Custodian, Senior Recycling Center Technician Museum Assistant Animal Control Officer		\$33,255.01	\$41,568.76	\$49,882.51
Airport Operations Technician I Animal Control Officer, Senior Deputy County Clerk II Deputy District Court Clerk II Deputy Treasurer II Equipment Operator	Financial Technician	105	\$17.43	\$21.78	\$26.14
	Food Services Supervisor Instructional Assistant, Senior Recreation Desk Supervisor		\$36,247.96	\$45,309.95	\$54,371.94
Accounting Specialist Administrative Assistant, Senior Appraiser Box Office Personnel Branch Services Specialist Circulation Services Specialist Legal Assistant Maintenance Technician Sales Manager	Deputy County Clerk III	106	\$19.00	\$23.74	\$28.49
	Deputy District Court Clerk III Deputy Treasurer III Event Technician Facilities Coordinator Financial Specialist Technical Services Specialist Treatment Court Technician Youth Services Specialist		\$39,510.28	\$49,387.84	\$59,265.41
Adult Program Coordinator Box Office Manager Building Inspector Communications Technician Community Prevention Specialist Community Service Supervisor Custodial Supervisor Deputy County Clerk, Senior Deputy District Court Clerk, Senior Equipment Operator, Senior Event Custodial Supervisor Event Technician Supervisor Grants Specialist	Juvenile Diversion Officer	107	\$20.70	\$25.88	\$31.06
	Legal Assistant, Senior Licensed Practical Nurse Marketing Coordinator Mechanic Museum Educator Parks Maintenance Technician Payroll Specialist Reference Services Specialist Victim/Witness Coordinator WIC Nurse/Nutritionist Youth Services Coordinator Deputy Emergency Management Coordinator		\$43,066.20	\$53,832.75	\$64,599.30
Administrative Coordinator Adult Treatment Court Case Manager Air Traffic Controller Airport Operations Technician II Communications Technician, Senior County Fair Coordinator Early Childhood Instructor Early Childhood Special Education Instructor Early Head Start Home Visitor Financial Specialist, Senior Grounds Maintenance Supervisor Horticulture Program Coordinator	Information Technology Specialist	108	\$22.57	\$28.21	\$33.85
	Juvenile Probation Officer Juvenile Probation Officer, Intensive Supervision Maintenance Technician, Senior Mechanic, Senior Performing Arts Manager Recycling Center Supervisor Sales Manager, Senior Sports Tourism Sales Coordinator Technical Manager, CAM-PLEX Infant Education Instructor		\$46,942.16	\$58,677.70	\$70,413.24
Appraiser, Senior Building Inspector, Senior Early Childhood Special Education Supervisor Emergency Management Coordinator Engineering Technician Financial Analyst Financial Services Manager GIS Specialist Golf Course Supervisor	HR/Risk Management Generalist	109	\$24.83	\$31.03	\$37.24
	Ice Arena Supervisor Information Technology Services Supervisor Juvenile Diversion Officer, Senior Juvenile Probation Officer, Senior Office Manager Public Health Nurse Public Health Response Coordinator Public Information Coordinator		\$51,636.37	\$64,545.47	\$77,454.56

RANGE PLACEMENT TABLE

Range Rates Effective: June 28, 2020

CAMPBELL COUNTY - SALARY RANGES

Updated: 5/1/2020

(Approximately 40% Between MIN and MAX)

CLASSIFICATION TITLE		GRADE	MINIMUM	MIDPOINT	MAXIMUM
Airport Operations Officer	Library Manager	110	\$27.31	\$34.13	\$40.96
Technical Director, CAM-PLEX	Engineer		\$56,800.01	\$71,000.01	\$85,200.02
Equipment Maintenance Supervisor	Landfill Supervisor				
Elections Coordinator	Maintenance Technician, Master				
Fire Marshal	Equipment Maintenance Supervisor				
Aquatics Supervisor	Exhibitions and Collections Manager				
Parks Supervisor	Facility Supervisor				
Recreation Program Supervisor	Communications Supervisor				
Public Health Nurse, Senior	Correctional Health Nurse				
Weed & Pest Supervisor					
Accounting Manager	Fleet Manager	111	\$30.04	\$37.55	\$45.06
Aquatics Manager	GIS Analyst		\$62,480.01	\$78,100.02	\$93,720.02
Chief Appraiser	Librarian				
Deputy County Attorney, Entry	Maintenance Supervisor				
Deputy County Clerk, Chief	Programmer Analyst				
Deputy County Treasurer, Chief	System Support Analyst				
Deputy District Court Clerk, Chief	Treatment Court Coordinator				
Early Childhood Manager	WIC Supervisor				
Early Head Start Manager	Deputy Assessor				
Building Code Official	Occupational Therapist		112	\$33.04	\$41.30
Director of Finance	Parks Superintendent	\$68,728.01		\$85,910.02	\$103,092.02
Director of Marketing, CAM-PLEX	Physical Therapist				
Director of Operations, CAM-PLEX	Planner/Zoning Administrator				
Director of Operations, Airport	Programmer Analyst, Senior				
Director, Rockpile Museum	Public Health Nurse Manager				
Director, Weed & Pest	Recreation Superintendent				
Facilities Manager	Speech Pathologist				
Golf Course Superintendent	Surveyor, Chief				
Network Support Analyst	System Support Analyst, Senior				
Deputy County Attorney	Environmental Services Manager	113	\$36.35	\$45.43	\$54.52
Director, Juvenile Probation	Health Services Manager		\$75,600.81	\$94,501.02	\$113,401.22
Early Childhood Special Education Manager	Network Support Analyst, Senior				
Engineer, Senior	Road & Bridge Superintendent				
County Health Officer	Information Technology Services Manager	114	\$39.98	\$49.98	\$59.97
Engineering Manager			\$83,160.90	\$103,951.12	\$124,741.34
Deputy County Attorney, Chief	Executive Director, Library	EX	\$48.45	\$58.13	\$67.82
Executive Director, CAM-PLEX	Executive Director, Parks & Recreation		\$100,765.68	\$120,918.82	\$141,071.95
Executive Director, Administration	Executive Director, Public Health				
Executive Director, Airport	Executive Director, Public Works				
Executive Director, CC CDS	Executive Director, Roads & Bridges				
Executive Director, Human Resources/ Risk Management	Fire Chief				

CHILD CARE PROGRAMS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors and administrators in making (re)opening decisions regarding child care programs during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY
NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible. For family child care, monitor distance between children not playing together and maintain distance between children during nap time
- ✓ Adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY
NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- ✓ Monitor child and employee absences and have a pool of trained substitutes and flexible leave policies and practices. For family child care, if feasible, have a plan for a substitute caregiver if provider or a family member in the home gets sick
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO



ALL
YES

ALL
YES

ALL
YES

OPEN
AND
MONITOR



Director's Report

May 2020

Early Intervention:

- We are continuing to provide services through the Adapted Learning Plan. These services include phone calls, Zoom meetings, handouts, and pre-recorded videos.
- We recently learned legislation passed through this last session could impact a couple of our Speech and Language Pathologists. As it stands now, those SLP's licensed through Professional Teachers Standards Board (PTSB) will no longer have a license beginning July 1, 2020. Trena has been working with the School District, PTSB, and the SLP Professional Licensing Board to find a resolution.

Early Childhood:

- Classrooms are planning graduation for those children going to kindergarten. These will be a "Drive-through" event, with each classroom hosting it on different nights.

Early Head Start:

- Grant applications have been submitted.
- Staff are preparing for the Federal Review during the week of June 8-12, 2020.

Financial:

- Budget has been provisionally approved. The public hearing is scheduled for June 15th.
- Tyler Technologies, the new accounting system, is still scheduled to be up and running on July 1st.
- We are still anxiously awaiting the contracts from the State for our Part C and Part B services. We are anticipating reductions in these contracts.

Personnel:

- The compensation study recommendations have been approved by the Board of County Commissioners. There will be some minimal shifts in pay ranges and bands for a few of our staff.

Other:

- I have "officially" graduated from Leadership Wyoming, although we continue to meet on a weekly basis via Zoom.
- Carol Yonkee's term will expire the end of June. We have been working on recruiting a new member from the medical community. We have two applications, Holly Hink and Valerie Amstadt.

Facility:

- Parks and Recreation Department installed a sound wall on the east playground. This was done in memory of one of our children who passed away.

FOR THE MONTH OF April 2020

REVENUES Received	
Enrollments	\$2,726.47
Over Payment in Child Care	\$0.00
Enrollments DFS	\$2,737.33
Enrollments Preschool	\$432.94
Over Payment in 1/2 day Preschool	\$842.86
Misc	\$313.87
Sub total Preschool Monies	\$5,367.75
BHD Region XIII Part B State April	\$149,633.40
BHD Region XIII Part B VIB Federal April	\$4,316.58
BHD Region XIII Part B Flow thru Federal April	\$6,456.67
BHD Region XIII Part C State - April	\$60,527.27
BHD Region XIII Part C Federal March	\$8,777.28
Child Find -- CCSD	\$0.00
Medicaid Waiver/Title 19	\$4,213.22
Reimbursement	\$0.00
Early Head Start -March exp	\$30,081.76
Early Head Start T & TA Funds	\$796.83

TOTAL RECEIPTS	\$264,803.01
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Monies Transferred to Campbell County	
REGION XIII Expenses - DD Expenses March DD Exp	
Including Part C/Title VIB/Medicaid/Flow Thru Expenses	\$236,156.58
Early Head Start Expenses - March	\$30,874.59
TOTAL Monies transferred	\$267,031.17

Miscellaneous Income	
Collections	\$313.87
Copies	\$0.00
Kindergarden transition summit	\$0.00
Total	\$313.87

SUMMARY REPORT

DISBURSEMENTS	
ADMINISTRATION	\$33,043.09
EARLY CHILDHOOD	\$107,004.38
EARLY INTERVENTION	\$280,336.60
EARLY HEAD START	\$34,143.81
TOTAL DISBURSEMENTS	\$454,527.88

Preschool Monies + Transferred Monies - Less Disbursements	
DIFFERENCE = CAMPBELL CO. APPROPRIATION	-\$182,128.96

<i>Total Enrollment Accounts Receivable as of 3-31-2020</i>	\$840.47
Child Care/Preschool & DFS -	
Charges and adjustments	\$ 685.63
Less payments received	\$ 5,896.74
Balance Accounts Receivable as of 4-30-2020	\$ (4,370.64)

GRANT FUNDED BANK BALANCES: 1ST NATIONAL BANK	
REGION XIII ACCOUNT	\$233,924.42
EARLY HEAD START	\$84.17
4/30/2020	\$234,008.59

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
FISCAL YEAR 2019-2020
FINANCIAL STATEMENT FOR April 2020
Percentage of Year Expended 84%

	APRIL REVENUES	CURRENT YEAR	2019-2020	PERCENT OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
		2019-2020 BUDGETED	RECEIVED TO DATE				
REVENUES EARLY CHILDHOOD EDUCATION							
Enrollments/Full Day Preschool	2,726.47	256,650.00	224,464.25	0.87	32,185.75	1.4856	Parent's Fees
Enrollments/DFS	2,737.33	40,000.00	25,332.25	0.63	14,667.75	1.4856.1	DFS Clients
Enrollments/ Preschool	-409.92	199,500.00	123,707.89	0.62	75,792.11	1.4856.2	Preschool
Interest Income & Misc	313.87	1,500.00	2,034.76	1.36	-534.76	1.5220.20	Misc Income
Totals Early Childhood Education	5,367.75	497,650.00	375,539.15	0.75	122,110.85		
REVENUES EARLY INTERVENTION							
Grants							
Title VI-B Federal 619 2019-2020	4,316.58	51,799.40	43,165.82	0.83	8,633.58	1.4493.19	Federal VIB Funding 19-20 205 children @ 252.68
Title VI-B Federal Flow Thru 2019-2020	6,456.67	77,479.75	64,566.70	0.83	12,913.05	1.4495.19	Federal Flow Thru Funding 19-20 205 Children @ 377.95
BHD - Region XIII Part B State 2019-2020	149,633.40	1,795,601.00	1,496,334.00	0.83	299,267.00	1.4523	State Part B Funding includes Social Emotional 207 @ 8674.40
BHD - Region XIII Part C Federal 2019-2020	8,777.28	114,105.00	87,772.83	0.77	26,332.17	1.4498	Federal Part C funding 19-20 83 children @ 1374.76
BHD - Region XIII Part C State 2019-2020	60,527.27	736,327.00	605,272.60	0.82	131,054.40	1.4497.06	State Part C Funding 19-20 83 children @ 8750.93 includes SE + PD Funds
Child Find		65,000.00	65,000.00	1.00	0.00	1.4629	school district contract
Medicaid Title 19	4,213.22	62,000.00	45,178.27	0.73	16,821.73	1.4432.3	reimbursement from State/OT,PT, SPEECH
Reimbursement Income		5,000.00	1,241.00	0.25	3,759.00	1.5491	in/out unexpected reimbursement
Total Early Intervention	233,924.42	2,907,312.15	2,408,531.22	0.83	498,780.93		
REVENUES EARLY HEAD START							
Early Head Start 2019-2020	30,081.76	319,859.04	230,843.01	0.72	89,016.03	1.4412.20	EHS Budget FY 19 (Sept-August)
Early Head Start 2019-2020 T & TA Funds	796.83	10,000.00	3,324.07	0.00	6,675.93	1.4412.21	Technical Assistant Funds
Total Early Head Start	30,878.59	329,859.04	234,167.08	0.72	95,691.96		
Campbell County Appropriation	182,128.96	2,403,595.81	1,911,566.74	0.80	492,029.07		Income less expenses
TOTAL ALL REVENUE	452,299.72	6,138,417.00	4,929,804.19	0.80	1,208,612.81		Totals

EXPENDITURES ADMINISTRATION	APRIL	CURRENT YEAR	2019-2020	PERCENT	UNENCUMBERED	Explanation	
	Expenditures	2019-2020	Expended	OF	BALANCE		
		BUDGETED	TO DATE	BUDGET			
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	10,048.55	136,681.00	104,264.71	0.76	32,416.29	701.6022	4 full time/ less DD
Regular Earnings Overtime	196.31	6,200.00	3,968.84	0.64	2,231.16	701.6023	Overtime for non-exempt employee
Regular Earnings/part time	1,708.87	23,797.00	19,181.14	0.81	4,615.86	701.6024	1 part time less DD
Additional Requested Payroll		0.00	0.00		0.00	701.6028	
Compensation Adjustment		10,135.00	10,506.74	1.04	-371.74	701.6039	As per County Commissioners
Employers Contributions							
Empl. Contribution Fica	1,789.09	25,526.00	19,216.45	0.75	6,309.55	701.6041	7.65% Fica Tax
P/R Benefit Expenditures	15,356.35	184,841.00	138,149.46	0.75	46,691.54	701.6042	life/dental/health/17.12% RET
TOTAL WAGES AND BENEFITS	29,099.17	387,180.00	295,287.34	0.76	91,892.66		
Contractual Services							
Communications & Transportation							
Postage & Freight	278.51	400.00	187.92	0.47	212.08	701.6052	postage meter and scale
Telephone - Advertising		0.00	0.00	#DIV/0!	0.00	701.6053	
Publicity							
Public Relations/Board Expense		200.00	180.86	0.90	19.12	701.6091	Board/Committee Work
50 Year Anniversary Acitivities		2,500.00	449.77	0.18	2,050.23	701.6091.06	50 year anniversary activities
Dues & Subscriptions							
Periodicals		400.00	528.29	1.32	-128.29	701.6101	Subscriptions
Collection Agency	156.94	750.00	991.76	1.32	-241.76	701.6102	
Utility Service							
Electricity, Water & Sewer	739.67	20,000.00	8,827.10	0.44	11,172.90	701.6111	shared exp with EHS DDD
Propane & Natural Gas	342.59	3,500.00	1,701.51	0.49	1,798.49	701.6114	shared exp with EHS DDD
Garbage Collections	232.75	3,500.00	2,299.50	0.66	1,200.50	701.6116	shared exp with EHS DDD
Maintenance/Licensing Agreement							
Maintenance Agreement	1,036.03	8,500.00	3,211.20	0.38	5,288.80	701.6234	copier/fax
Travel Employees							
Tuition & Fees		1,000.00	477.00	0.48	523.00	701.6517.1	
Conferences/Seminars & Workshops		750.00	99.75	0.13	650.25	701.6517.3	
Employee Transportation	49.34	300.00	165.41	0.55	134.59	701.6517.4	mileage @ .58
Meals & Lodging		2,250.00	1,269.06	0.56	980.94	701.6517.5	Leadership WY
TOTAL CONTRACTUAL SERVICES	2,835.83	44,050.00	20,389.15	0.46	23,660.85		
Supplies							
General Office Supplies	869.90	3,000.00	2,570.92	0.86	429.08	701.6531	shared exp with EHS DDD
Paper Supplies	238.19	1,200.00	1,164.53	0.97	35.47	701.6533	shared exp with EHS + DDD
TOTAL SUPPLIES	1,108.09	4,200.00	3,735.45	0.89	464.55		
Fixed Charges							
Insurance							
General Liability		150.00	150.00	1.00	0.00	701.6933	surety Bonds for Carol/Emily/Treasurer
TOTAL FIXED CHARGES	0.00	150.00	150.00	1.00	0.00		
Capital Outlay							
Furniture/ Fixtures/Equipment		1,000.00	281.39	0.28	718.61	701.7202	Replacement of Chairs/items under 1000
Technology/Phone/Pro Care Software		750.00	150.00	0.20	600.00	701.7214	support Pro Care Software
TOTAL CAPITAL OUTLAY	0.00 #	1,750.00	431.39	0.25	1,318.61		
SUB TOTAL ADMINISTRATION	33,043.09	437,330.00	319,993.33	0.73	117,336.67		

EXPENDITURES	APRIL	CURRENT YEAR	2019-2020	PERCENT	UNENCUMBERED	Explanation	
	Expenditures	2019-2020	Expended	OF	BALANCE		
EARLY EDUCATION/CHILD CARE	BUDGETED	TO DATE	BUDGET	BUDGET			
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	55,107.92	752,942.00	584,475.24	0.78	168,466.76	702.6022	22 full time employees (less DD)
Regular Earnings/Part Time		0.00	0.00	#DIV/0!	0.00	702.6024	
Salaries & wages Temp. Emp.							
Regular Earnings/Subs	-2,598.75	32,000.00	20,682.98	0.65	11,317.02	702.6032	10.81 per hour on call
Regular Earnings/Class Assistants		0.00	0.00	#DIV/0!	0.00	702.6034	
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	702.6038	
Compensation Adjustment		27,718.00	25,255.38	0.91	2,462.62	702.6039	
Employers Contributions							
Empl. Contribution Fica	5,269.67	77,086.00	63,945.64	0.83	13,140.36	702.6041	7.65% fica
P/R Benefit Expenditures	48,907.90	595,458.00	436,385.56	0.73	159,072.44	702.6042	health/dental/ 17.12% RET
TOTAL WAGES AND BENEFITS	106,686.74	1,485,204.00	1,130,744.80	0.76	354,459.20		
Contractual Services							
Printing/Duplicating							
Printing Cartridges		500.00	500.00	1.00	0.00	702.6072	ink cartridges for printers
Dues & Subscriptions							
Periodicals/Curriculum		9,000.00	7,934.15	0.88	1,065.85	702.6101	Creative Curriculum/Gold Portfolios/Teaching Strat
Assoc., Committee Dues	50.00	250.00	50.00	0.20	200.00	702.6102	DFS and Food Licenses
Hepatitis B Vaccination/CRIML Bckgrnd		1,200.00	679.00	0.57	521.00	702.6381	background ck 39.00 per person
Naeyc Accreditation		1,000.00	1,035.00	1.04	-35.00	702.6383	NAEYC Accrediation/school chapters
Family Functions		500.00	162.82	0.33	337.18	702.6391	Parents/Family Activities
Travel Employees							
Tuition & Fees		2,162.00	1,128.10	0.52	1,033.90	702.6517.1	CDA's/CPR
Conferences/Seminars/Workshops		4,650.00	3,746.94	0.81	903.06	702.6517.3	annual staff training
Employee Transportation		250.00	0.00	0.00	250.00	702.6517.4	.545 mileage reimbursement
Meals & Lodging		500.00	219.07	0.44	280.93	702.6517.5	
TOTAL CONTRACTUAL SERVICES	50.00	20,012.00	15,455.08	0.77	4,556.92		
Supplies							
School Supplies	194.91	10,000.00	7,604.52	0.76	2,395.48	702.6554	
Classroom Supplies	0.00	2,200.00	884.23	0.40	1,315.77	702.671	classroom supplies
Food	47.52	60,000.00	41,692.73	0.69	18,307.27	702.6665	
Kitchen Supplies	0.00	10,000.00	1,840.04	0.18	8,159.96	702.669	dishes/paper products
Medical Supplies	14.97	500.00	257.31	0.51	242.69	702.6671	misc. medical including sunscreen
Repairs & Maintenance							
Furnishings	24.49	1,000.00	659.26	0.66	340.74	702.6762	cots/tables/chairs
Kitchen Maintenance		2,850.00	0.00	0.00	2,850.00	702.6762.4	Steamer/Convey Oven/repair
TOTAL SUPPLIES	281.89	86,550.00	52,938.09	0.61	33,611.91		
Fixed Charges							
Insurance							
Preschool Accident Insurance	-14.25	4,300.00	3,498.50	0.81	801.50	702.6942	100 deductible
TOTAL FIXED CHARGES	-14.25	4,300.00	3,498.50	0.81	801.50		
Capital Outlay							
Playground Equipment		2,000.00	518.32	0.26	1,481.68	702.7216	outside toys
TOTAL CAPITAL OUTLAY	0.00	2,000.00	518.32	0.26	1,481.68		
Sub Totals Early Education/Child Care	107,004.38	1,598,066.00	1,203,154.79	0.75	394,911.21		

EXPENDITURES	APRIL Expenditures	CURRENT YEAR		2019-2020 Expended TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation
		2019-2020 BUDGETED					
EARLY INTERVENTION							
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	163,794.80	2,061,600.00	1,650,075.43	0.80	411,524.57	703.6022	28 full time employees + ADM & PRE/EHS DD
Regular Earnings/Part Time	3,289.72	89,540.00	38,042.27	0.42	51,497.73	703.6024	3 part time employees + ADM DD
Temp Part time/Subs	2,598.75	31,185.00	25,987.50	0.83	5,197.50	703.6032	substitues on call 10.81
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	703.6038	
Compensation Adjustment		55,288.00	56,851.29	1.03	-1,563.29	703.6039	as per county commissioners
Employers Contributions							
Empl. Contribution Fica/WC	17,658.74	171,809.00	173,804.53	1.01	-1,995.53	703.6041	7.65% fica + WC
P/R Benefit Expenditures	86,680.06	1,065,403.00	774,782.57	0.73	290,620.43	703.6042	health/dental/17.12% ret /Def Com
Flex Benefits		21,010.00	28,262.50	1.35	-7,252.50	703.6046	100.00 flex + employee/Health Savings Plan included
TOTAL WAGES AND BENEFITS	274,022.07	3,495,835.00	2,747,806.09	0.79	748,028.91		
Contractual Services							
Communications							
Postage & Freight	66.57	800.00	665.70	0.83	134.30	703.6052	
Telephone/Data Plan	189.13	2,500.00	1,756.66	0.70	743.34	703.6053	Cell Phones + Data Plan for I pads
Publicity							
Advertising		500.00	0.00	0.00	500.00	703.6092	open positions
Recruitment/Relocation		2,500.00	0.00	0.00	2,500.00	703.6093.01	open positions
Dues & Subscriptions							
Periodicals		500.00	456.00	0.91	44.00	703.6101	LRP Publications
Professional Dues	110.00	3,000.00	1,659.00	0.55	1,341.00	703.6102.2	Certifications/License Fees/Assoc Dues
Utilities	5,142.00	61,700.00	51,420.00	0.83	10,280.00	703.6111	DDD portion of utilities.Annex
Professional Services							
Children's Transportation	-204.00	8,830.00	3,370.15	0.38	5,459.85	703.6137	mileage reimbursement/fuel
Consulting		10,000.00	1,935.00	0.19	8,065.00	703.6146	Outside contracts/Translators
Infant Inter Agency Council		500.00	333.84	0.67	166.16	703.6386	Agency activities/luncheons ICC
Region XIII Social Emotional		10,000.00	6,970.65	0.70	3,029.35	703.6393	Trainings/Contracts/Parent classes as per SF34 Social Emotional/Prymid
Travel Employees							
Tuition & Fees		3,000.00	2,720.39	0.91	279.61	703.6517.1	
State Training and Technical Assistance	148.00	15,000.00	14,382.77	0.96	617.23	703.6517.22	state funds for training
Employee Transportation		500.00	40.58	0.08	459.42	703.6517.4	.545 per mile
Meals & Lodging		5,000.00	3,354.59	0.67	1,645.41	703.6517.5	
TOTAL CONTRACTUAL SERVICES	5,451.70 ##	124,330.00	89,065.33	0.72	35,264.67		
Supplies							
General Office Supplies	400.00	5,000.00	4,459.99	0.89	540.01	703.6531	includes shredder expense
Paper Supplies	412.67	3,000.00	2,362.70	0.79	637.30	703.6533	
School Supplies		8,000.00	4,611.02	0.58	3,388.98	703.6554	Protocols
School Furnishings		1,000.00	0.00	0.00	1,000.00	703.6771.1	Items under 1,000
School Furnishings/Additional Classroom		0.00	0.00	#DIV/0!	0.00	703.6771.2	
Part C Supplies		1,400.00	1,242.37	0.89	157.63	703.6748	Teaching Strategies Gold/Net/Supplies
Repairs & Maintenance							
Vehicle Parts & Repairs	50.16	5,760.00	2,885.39	0.50	2,874.61	703.6751	
TOTAL SUPPLIES	862.83	24,160.00	15,561.47	0.64	8,598.53		
Fixed Charges							
Reimbursement Expense		5,000.00	741.00	0.15	4,259.00	703.7105	in/out expense
Total Fixed Charges	0.00	5,000.00	741.00	0.15	4,259.00		
Capital Outlay							
Office Equipment		500.00	0.00	0.00	500.00	703.7194	desks/file cabinets
School Equipment		5,000.00	3,128.36	0.63	1,871.64	703.7217	Equipment Repair and Maintenance
TOTAL CAPITAL OUTLAY	0.00	5,500.00	3,128.36	0.57	2,371.64		
Sub totals for Early Intervention	280,336.60	3,654,825.00	2,856,302.25	0.78	798,522.75		

EXPENDITURES	APRIL Expenditures	CURRENT YEAR	2019-2020	PERCENT OF BUDGET	UNENCUMBERED BALANCE		Explanation
		2019-2020 BUDGETED	Expended TO DATE				
EARLY HEAD START							
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	18,751.60	251,636.00	184,209.93	0.73	67,426.07	704.6022	5 FULL TIME / 1 PART TIME/less DD
Compensation Adjustment		6,790.00	5,368.82	0.79	1,421.18	704.6039	As per County Commissioners
Employers Contributions							
Empl. Contribution Fica	2,431.32	23,560.00	22,230.50	0.94	1,329.50	704.6041	7.65% fica + WC
P/R Benefit Expenditures	11,938.72	131,203.00	92,208.38	0.70	38,994.62	704.6042	health/dental/17.12% ret/Def Comp
Flex Benefits		2,990.00	3,437.50	1.15	-447.50	704.6046	100.00 per employee flex + health savings plan
TOTAL WAGES AND BENEFITS	33,121.64	416,179.00	307,455.13	0.74	108,723.87		personal services include CDS share
Contractual Services							
Communications							
Postage & Freight/Copies	54.92	700.00	549.20	0.78	150.80	704.6052	Monthly expense to CDS
Printing Special Forms		600.00	254.00	0.42	346.00	704.6071	Home Visits/lesson plans
Associate Dues		552.00	72.00	0.13	480.00	704.6102	WYO + Region VIII Dues
Utilities							
Utilities	446.59	5,359.00	4,465.90	0.83	893.10	704.6111	Monthly expenses to CDS/annex (source gas/garbage/elec
Travel Employees							
Consulting Training		300.00	0.00	0.00	300.00	704.6146.01	Nutrition Contract
Technical Assitance (carry over June)		2,000.00	2,000.00	1.00	0.00	704.6146.07	Require Training Dollars
Technical Assitance (current year)		8,000.00	2,016.07	0.25	5,983.93	704.6146.09	Require Training Dollars
Vehicle Transportation	208.34	2,500.00	2,083.40	0.83	416.60	704.6517.4	monthly expense/fuel
Vehicle Maintenance/Repair	25.57	900.00	738.01	0.82	161.99	704.6751	repairs on vehicles
TOTAL CONTRACTUAL SERVICES	735.42	20,911.00	12,178.58	0.58	8,732.42		
Supplies							
General Office Supplies	100.00	1,300.00	1,122.40	0.86	177.60	704.6531	Monthly expense to CDS
Classroom/Home Base Educational Supplies		1,775.00	1,428.96	0.81	346.04	704.6554	actual for x-Ira supplies/mo for CDS supplies/CC Net/GOLD
Preschool Accident Insurance	14.25	171.00	142.50	0.83	28.50	704.6942	Monthly expenses to CDS
TOTAL SUPPLIES	114.25	3,246.00	2,693.86	0.83	552.14		
Parent Services							
Parents Books & Resources		150.00	0.00	0.00	150.00	704.6181.01	parents books & supplies
Other Parent Services/Child Care		1,400.00	406.42	0.29	993.58	704.6181.02	child care for classes/interactions/translation
Parents Activities/Travel		250.00	0.00	0.00	250.00	704.6517.9	reimbursement for parents
Family Enrichment Counsel		3,060.00	810.01	0.26	2,249.99	704.6181.03	Contract w/mental health provider
Health Services Contract	172.50	3,000.00	2,295.00	0.77	705.00	704.6181.04	contracted nurse
TOTAL PARENT SERVICES	172.50	7,860.00	3,511.43	0.45	4,348.57		
Sub totals for Early Head Start	34,143.81	448,196.00	325,839.00	0.73	122,357.00		
TOTAL EXPENDITURES	454,527.88	6,138,417.00	4,705,289.37	0.77	1,433,127.63		Totals

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY

EHS Budget for September 2019-August 2020

FY 19-20 \$\$\$314,296.00.00+ 5563.00 COLA + 10,000. TA = 329,859.00 federal dollars

FINANCIAL STATEMENT FOR April 2020

Percentage of Year Expanded 67%

Budget Detail

EHS FINANCIAL 19-20

REVENUE:

Early Head Start 2019-2020
 Early Head Start 2019-2020 T & TA FUNDS
 Campbell County Appropriation

APRIL REVENUES	CURRENT YEAR		2019-2020 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
	2019-2020 BUDGETED						
30,081.76	319,859.04		230,843.01	0.72	89,016.03	704.4412.19	EHS FY16 approved grant 2019-2020
796.83	10,000.00		3,324.07	0.33	6,675.93	704.4412.19	EHS FY16 approved grant 2019-2020
	118,336.96		0.00	0.00	118,336.96	701.5751	County hard dollars

EARLY HEAD START EXPENDITURES EXPEDITURES

Personal Services
 Salaries & wages Permanent Emp.
 Regular Earnings
 Compensation Adjustment
 Employers Contributions
 Empl. Contribution Fica
 P/R Benefit Expenditures
 P/R Flex Benefit
TOTAL PERSONAL SERVICES

APRIL REVENUES	CURRENT YEAR		2018-2019 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
	2019-2020 BUDGETED						
18,751.60	251,636.00		146,455.45	0.58	105,180.55	704.6022	5 FULL TIME /
	6,790.00		5,368.82	0.79	1,421.18	704.6039	as per county commissioners
2,431.32	23,560.00		18,978.51	0.81	4,581.49	704.6041	7.65% fica/WC
11,938.72	131,203.00		79,014.43	0.60	52,188.57	704.6042	flex/health/dental/ret/
0.00	2,990.00		2,650.00	0.89	340.00	704.6046	FLex Benefits/Heath savings
33,121.64	416,179.00		252,467.21	0.61	163,711.79		personal services include CDS share

Contractual Services
 Communications
 Postage & Freight/Copies
 Printing Special Forms
 Associate Dues
 Utilities
 Utilities
 Travel Employees
 Consulting Training
 T & TA Expenses
 Vehicle Transportation
 Vehicle Maintenance/Repair
TOTAL CONTRACTUAL SERVICES

54.92	700.00		439.36	0.63	260.64	704.6052	Monthly Exp to CDS
	600.00		254.00	0.42	346.00	704.6071	
	552.00		0.00	0.00	552.00	704.6102	
446.59	5,359.00		3,572.72	0.67	1,786.28	704.6111	Monthly Exp to CDS
	300.00		0.00	0.00	300.00	704.6146.01	Nutrition
	10,000.00		3,324.07	0.33	6,675.93	704.6146.07	Trainings
208.34	2,500.00		1,666.72	0.67	833.28	704.6517.4	Monthly Exp to CDS
25.57	900.00		725.63	0.81	174.37	704.6751	repairs on vehicles
735.42	20,911.00		9,982.50	0.48	10,928.50		

Supplies
 General Office Supplies
 Classroom/Home Base Educational Supplies
 Preschool Accident Insurance
TOTAL SUPPLIES

100.00	1,300.00		922.40	0.71	377.60	704.6531	Monthly Exp to CDS
	1,775.00		574.20	0.32	1,200.80	704.6554	actual for x-tra supplies/mo for CDS supplies
14.25	171.00		114.00	0.67	57.00	704.6942	Monthly Exp to CDS
114.25	3,246.00		1,610.60	0.50	1,635.40		

Parent Services
 Parents Books & Resources
 Other Parent Services/Child Care
 Parents Activities/Travel
 Family Enrichment Counsel
 Health Services Contract
TOTAL PARENT SERVICES

	150.00		0.00	0.00	150.00	704.6181.01	parents books & supplie
	1,400.00		325.29	0.23	1,074.71	704.6181.02	child care for classes/interactions/translations
	250.00		0.00	0.00	250.00	704.6517.9	reimbursement for parents
	3,060.00		506.26	0.17	2,553.74	704.6181.03	counsel/legal parents/Consulting
172.00	3,000.00		1,769.50	0.59	1,230.50	704.6181.04	public health nurse
172.00	7,860.00		2,601.05	0.33	5,258.95		

Total expenditures for Early Head Start

34,143.31

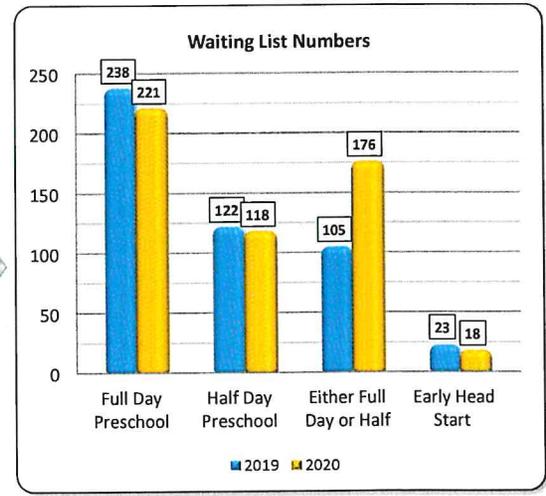
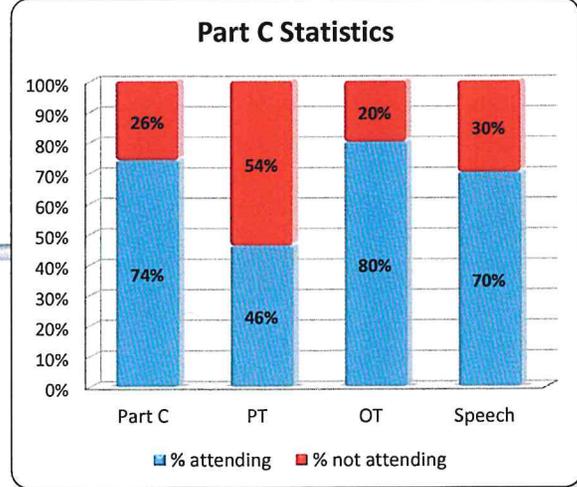
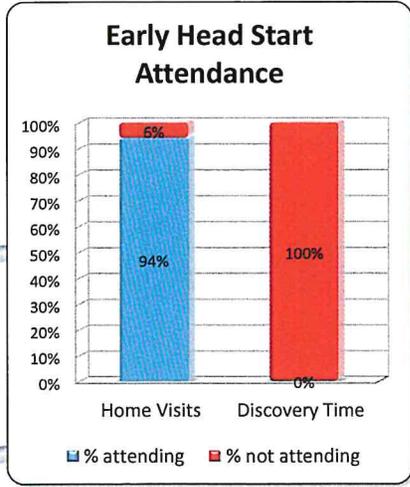
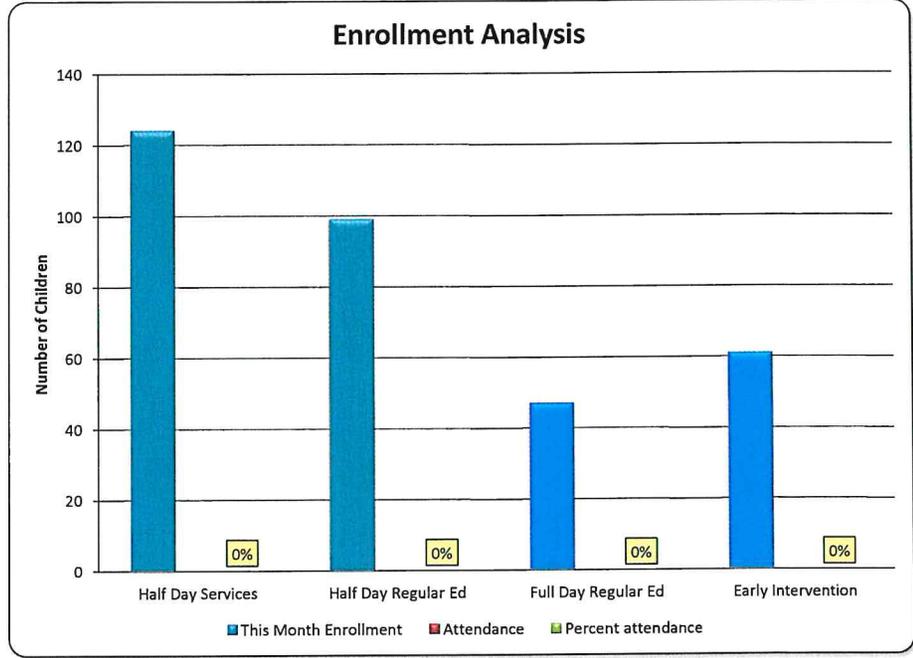
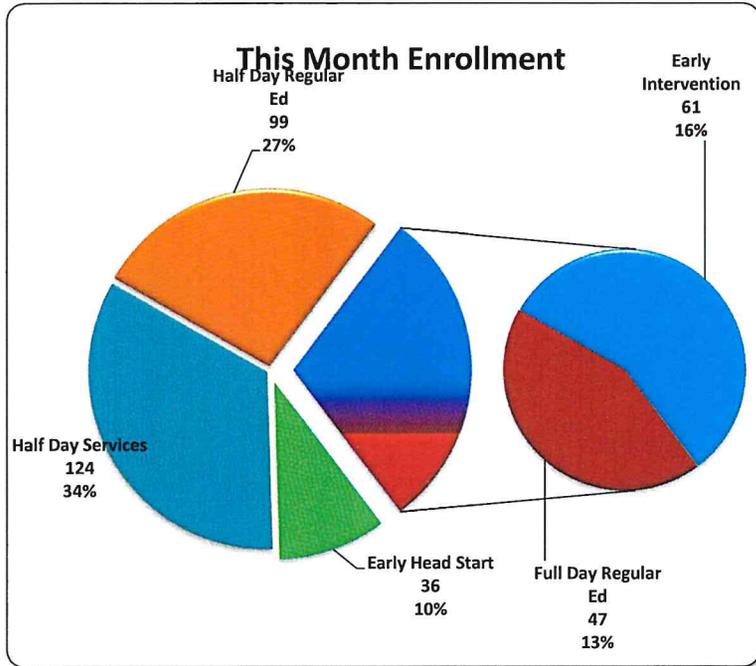
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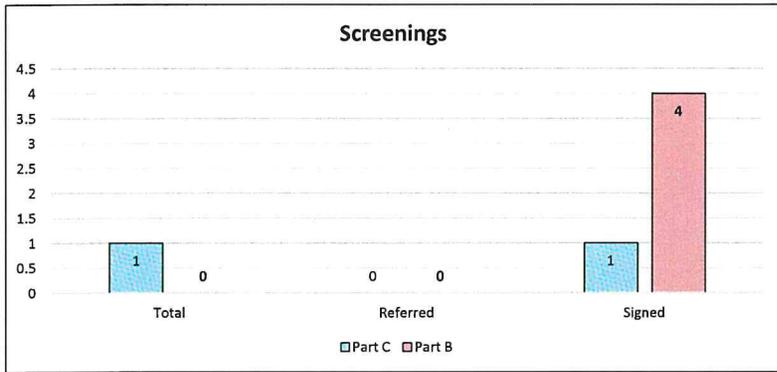
0.59

181,534.64

April 2020
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 COVID - 19



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Kindergarten Transition	
Paying	64
Services	77
Total Transitioning	141

