

- A. CALL TO ORDER
- B. PUBLIC COMMENT
- C. INTRODUCTIONS
- D. ADDITIONS TO AGENDA
- E. READING OF MINUTES

- I. December Minutes

Documents:

[DECEMBER MINUTES.PDF](#)

- F. OLD BUSINESS
- G. NEW BUSINESS
- H. Region XIII Preschool Developmental Disabilities Services

- I. Data Drill Down

- a. Part B - Trend

Documents:

[PART B - TREND.PDF](#)

- b. Part C - Trend

Documents:

[PART C - TREND.PDF](#)

- I. Early Education/Child Care
 - I. Arctic Presentation
 - II. DFS Variance APPROVAL Letter

Documents:

[CDS - DFS VARIANCE APPROVAL LETTER 01-22-2020.PDF](#)

- J. Early Head Start

- I. EHS - ERSEA

Documents:

[EHS - ERSEA.PDF](#)

K. BUDGET

I. FY 2021 Budget Message

Documents:

[MEMORANDUMFY 2021 BUDGET MESSAGE.PDF](#)

II. Budget Timeline

Documents:

[TIMELINE 20-21.PDF](#)

L. OTHER NEW BUSINESS

M. DIRECTOR'S REPORT

I. January Directors Report

Documents:

[JANUARY DIRECTORS REPORT.PDF](#)

N. TREASURER'S REPORT

I. December Financial Report

Documents:

[DECEMBER FINANCIAL REPORT.PDF](#)

II. Federal Financial Report

Documents:

[FEDERAL FINANCIAL REPORT.PDF](#)

O. STATISTICAL REPORT

I. December Statistical Report

Documents:

[STATISTICAL REPORT.PDF](#)

P. NEXT MEETING DATE:

February 26, 2020

Q. ADJOURN

Children's Developmental Services of Campbell County
Board of Director's Meeting
December 18, 2019

1801 South 4-J Road
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<http://www.ccgov.net/cds>

MEETING PLACE:

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting December 18, 2019 at the Children's Developmental Services of Campbell County.

CALL TO ORDER:

The meeting was called to order by Chairwoman Wendy Balo at 7:09p.m.

PUBLIC COMMENT:

There was no Public Comment.

INTRODUCTIONS:

Board members present were: Wendy Balo, Carol Yonkee, Bertine Bahige, Cindy Reardon, and Tyler Watts. Rascal Classroom Staff: Taylor Kissack, Dana Dohse, and Kanean Edwards. Director Bob Tranas, Early Head Start Coordinator Stephanie Stevens, Early Childhood Coordinator Tausha Edmonds, Early Intervention Coordinator Trena Bauder, Senior Financial Specialist Carol Curtis, and Senior Administrative Assistant Melissa Kline.

ADDITIONS TO AGENDA:

There were no additions to the agenda.

READING OF MINUTES:

Bertine Bahige made a motion to approve the October 2019 minutes as submitted. Cindy Reardon seconded. With a unanimous vote, the motion carried.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

REGION XIII PDDS:

December 1 Count:

- Trena Bauder shared the results of the December one count:
- CDS has a total of 300 children, up 10 from last year
 - Part B - 216 (3-5)
 - Part C – 84 (0-3)



Results Driven accountability:

Bob Tranas and Trena Bauder both discussed the new statewide monitoring system for Regional Programs. This program has a focus on inclusion with children ages 3-5 with disabilities.

EIEP Grant Application:

Trena Bauder presented the biennial application to the board that has a due date of January 2, 2020.

Cindy Reardon made a motion to approve the EIEP Grant Application as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.

EARLY CHILDHOOD EDUCATION:**Rascals Recognition:**

Tausha Edmonds introduced the Rascal Classroom team and recognized them for a job well done with Gallery Night.

DFS Variance:

Tausha Edmonds presented a request that will be sent in requesting an exception to the state licensing rules for class size.

Cindy Reardon made a motion to accept the DFS Variance request as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.

2020 Calendar:

Tausha Edmonds presented the proposed calendar to the year 2020.

Cindy Reardon made a motion to accept the 2020 Calendar as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.

Suspension and Expulsion Policy:

Tausha Edmonds presented the Suspension and Expulsion Policy, required by DFS.

Cindy Reardon made a motion to approve the Suspension and expulsion Policy as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.

EARLY HEAD START:**Annual Program Assessment:**

Stephanie Stevens presented a summary of the annual program assessment and improvement plan. The plan was for the 2018-2019 program year with all goals met.

Cindy Reardon made a motion to accept the Annual Program Assessment as presented. Carol Yonkee seconded. With a unanimous vote, the motion carried.

Policy council By-Laws:

Stephanie Stevens presented the EHS Policy Council by-laws for the current program year. The only change to the by-laws was the meeting time change.

Cindy Reardon made a motion to approve the EHS Policy Council By-Laws. Bertine Bahige seconded. With a unanimous vote, the motion carried.

Information Memorandum:

Stephanie Stevens presented an Information Memorandum for Accounting and Reporting Capital Leases. There are no leases.

BUDGET:

There was no discussion on the Budget.

OTHER NEW BUSINESS:

2020 Legislative Session:

Bob Tranas discussed legislative topics for the upcoming budget session. January 28th is eggs and issues. Discussion about inviting Legislators in house.

DIRECTOR'S REPORT:

Bob Tranas provided a verbal report for December. The report included discussion on Capital: kitchen floor, painting, shade for the east playground, and remodel for the outdated classrooms.

TREASURER'S REPORT:

October's Financial Report:

Carol Curtis presented the October Financial Report to the Board.

34% of the year expended

31% of income received

27% expended

Cindy Reardon made a motion to accept the October Treasurer's Report as submitted.

Carol Yonkee seconded. With a unanimous vote, the motion carried.

November's Financial Report:

Carol Curtis presented the November Financial Report to the Board.

42% of the year expended

43% of income received

39% expended

Cindy Reardon made a motion to accept the November Treasurer's Report as submitted.

Bertine Bahige seconded. With a unanimous vote, the motion carried.

OTHER NEW BUSINESS:

There was no new business.

STATISTICAL REPORT:

The October and November 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 8:38 pm.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is January 29, 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

Wyoming Part B 619 Trend Report
Preliminary

Region 13

Indic. #	Indicator	# Students 2018-19	2018-19 Target	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Met 2018-19 Target?
6	<i>Percent of preschool students</i>									
6A	In regular classroom setting	205	62.73%	80.00%	83.82%	90.09%	88.44%	99.54%	99.51%	Yes
6B	In separate classroom, school or facility	205	27.76%	0.49%	0.49%	0.00%	0.00%	0.00%	0.00%	Yes
7	<i>Percent of preschool children aged 3 through 5 with IEPs who show increased rates of growth (SS1) and percent who exit at age level (SS2)</i>									
7A	Social-Emotional SS1	44	89.50%	91.06%	90.18%	87.50%	89.60%	75.47%	75.00%	No
	Social-Emotional SS2	93	59.13%	68.66%	58.54%	57.55%	76.39%	82.42%	82.80%	Yes
7B	Knowledge and Skills SS1	72	91.27%	94.85%	90.80%	89.16%	63.11%	49.23%	61.11%	No
	Knowledge and Skills SS2	93	55.72%	65.67%	59.35%	56.60%	52.08%	49.45%	46.24%	No
7C	Taking Action SS1	53	91.18%	97.73%	91.86%	87.95%	80.00%	64.06%	47.17%	No
	Taking Action SS2	93	70.55%	81.34%	76.42%	70.75%	75.00%	59.34%	68.82%	No
8	Parent Involvement	9	75.89%	81.82%	90.48%	81.25%	90.00%	100.00%	88.89%	Yes
11	Evaluation in 60 Days*	159	100.00%		1	0	97.35%	98.26%	98.74%	No
12	Timely evaluation Part C to B*	40	100.00%		0	2	97.14%	100.00%	100.00%	Yes

Wyoming Part C Trend Report
Preliminary

Region 13

Indic. #	Indicator	# Children 2018-19	2018-19 Target	2015-16	2016-17	2017-18	2018-19	Met 2018-19 Target?
1	Percent of infants and toddlers with IFSPs who receive early intervention services on their IFSPs in a timely manner.	14	100.00%	100.00%	100.00%	100.00%	100.00%	Yes
2	Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings.	83	96.00%	100.00%	100.00%	100.00%	100.00%	Yes
3	<i>Percent of infants and toddlers with IFSPs who demonstrate increased rates of growth (SS1) and percent who exit at age level (SS2).</i>							
3A	Social-Emotional SS1	13	45.05%	78.13%	72.73%	64.71%	30.77%	No
	Social-Emotional SS2	28	52.98%	50.00%	66.67%	79.49%	67.86%	Yes
3B	Knowledge and Skills SS1	24	49.17%	84.62%	65.79%	54.84%	37.50%	No
	Knowledge and Skills SS2	28	55.00%	45.24%	48.89%	53.85%	39.29%	No
3C	Taking Action SS1	23	56.34%	87.80%	88.37%	100.00%	47.83%	No
	Taking Action SS2	28	56.16%	38.10%	48.89%	71.79%	53.57%	No
4	<i>Percent of families participating in Part C who report that early intervention services have helped the family.</i>							
4A	Know their rights.	71	97.26%	96.55%	96.49%	94.12%	95.77%	No
4B	Effectively communicate child's needs.	71	96.42%	96.55%	96.49%	100.00%	100.00%	Yes
4C	Help their children develop and learn.	71	96.42%	96.55%	96.49%	100.00%	100.00%	Yes
5	Percent of infants and toddlers birth to 1 with IFSPs.	827	2.04%	-	2.06%	1.45%	2.06%	Yes
6	Percent of infants and toddlers birth to 3 with IFSPs.	2471	5.00%	-	3.76%	3.36%	3.36%	No
7	Percent of eligible infants, toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within 45-day timeline.	56	100.00%	100.00%	100.00%	100.00%	100.00%	Yes
8	<i>Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday.</i>							
8A	IFSPs with transition steps and services.	28	100.00%	100.00%	100.00%	100.00%	100.00%	Yes
8B	Notification to Local Education Agency (LEA), if child potentially eligible for Part B.	24	100.00%	100.00%	100.00%	100.00%	100.00%	Yes
8C	Transition conference, if child potentially eligible for Part B.	24	100.00%	100.00%	100.00%	100.00%	91.67%	No



WYOMING DEPARTMENT *of*
Family Services

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MEMORANDUM

Date: January 22, 2020

To: Tausha Edmonds, Director
Children's Developmental Services of Campbell County

From: Nichole Anderson, Program Manager 
Support Services Division

Re: CDS of Campbell County Child Care Licensing Variance Requests Dated January 16, 2020

Ref: NA-20-035

A Child Care Licensing Variance is required when the facility is unable to meet full compliance with a standard in these rules. The rules which apply to this Child Care Licensing Variance request are:

Chapter 4, Section 2(c): Staff:child ratios and maximum group size shall be maintained as follows (Table 4-1) during all hours of operation when facilities care for only one (1) age group: 3 year olds 1:10, 2:20; 3:24 maximum group size – 30

Your request for a Child Care Licensing Variance dated January 16, 2020 has been **APPROVED** for the time period not to exceed August 6, 2020 at which time a new variance request must be submitted if the condition continues to exist. This Variance APPROVAL is with the condition that the group size shall not exceed 28 students and the staff:child ratio will be 4:28.

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
POLICY AND PROCEDURE ON
Violating Eligibility Determination Regulations 1302.12(I)**

Policy:

Children's Developmental Services of Campbell County will take action to prevent staff, families, and participants from intentionally violating the Early Head Start eligibility determination regulations. Staff, families, and participants who intentionally falsify statements or documentation used to determine eligibility and subsequent enrollment of an ineligible child or pregnant woman into the Early Head Start program may receive disciplinary action.

Purpose:

The purpose of this policy is to ensure children and pregnant women who are eligible and in need of Early Head Start services are enrolled into the program.

Procedure:

1. Staff will adhere to the policies and procedures for determining a family's eligibility for Early Head Start.
2. Any staff person who becomes aware of fraudulent activity of a staff person will report this information to their supervisor.
3. The Executive Director will be notified of the allegation.
4. The Executive Director will take action to investigate the allegations and seek legal advice as necessary.
5. If credible evidence was found that a parent provided false information or documentation that was used to determine eligibility into a federally funded program, the child will be dis-enrolled.
6. A meeting will be held with the family and written notification will follow explaining the reason for disenrollment.
7. The Children's Developmental Services of Campbell County grievance procedure will be followed if the family wishes to appeal the decision for disenrollment.
8. Documentation of the fraudulent activity will be maintained in the Child's file.
9. Children's Developmental Services reserves the right to recover program funds through any means deemed appropriate for the circumstances.
10. If the investigation results in findings of fraud by a staff person, the Children's Developmental Services will enforce disciplinary action consistent with personnel policies and procedures.
11. The agency will inform the supervisor and involved staff member of the results of the investigation of the fraudulent claim.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
POLICY AND PROCEDURE ON
Training Requirements for determining eligibility
CFR 1302.12(k)

Policy:

It is the Policy of Children's Developmental Services of Campbell County to train all Board members, Policy Council members and staff who determine Early Head Start eligibility on the Federal Regulations and program policies and procedures related to eligibility.

Purpose:

To ensure key individuals receive the proper training necessary to enroll only eligible pregnant women and children into Early Head Start.

Procedure:

1. Children's Developmental Services Board of Directors and Policy Council Members will be trained within 180 days from the beginning of a new member's term.
2. Children's Developmental Services Early Head Start Coordinator will train all staff members who determine eligibility for Early Head Start, within 90 days of hiring new staff.
3. The training will include, at a minimum:
 - Methods on how to collect complete and accurate eligibility information from families and third party sources.
 - Strategies for treating families with dignity and respect when dealing with possible issues of domestic violence, stigma, and privacy.
 - Explanation of the Children's Developmental Services Policies and Procedures on Eligibility.
 - Explanation of the Children's Developmental Services Policies and Procedures on purposefully violating the Eligibility Determination Policy.
4. A training record must be maintained for program staff that completes this training.
5. After the initial training; all staff, Policy Council Members, and Board Members will receive training on eligibility determination each year after the new program year begins in September.

2018-2019 Recruitment Plan for Early Head Start

Contact will be made to educate Community Resource agencies on the services provided by EHS.

Campbell County Drug Court – Heather

Campbell County Extension Office/Centi\$ible Nutrition (Beth Chapel) - Cassie

Campbell County Extension Office/Financial Literacy (Michelle Pierce) - Heather

Campbell County Health Hospital (Tracy Will, Kay Holm, and Dianna Moore) – Heather & Kristina

Campbell County Jail/Detention – *Paige*

Campbell County Medical Group (Dr. Hollie Stewart & Dr. Erica Rinker) – Heather & Kristina

Campbell County Public Health (Jane Glaser, Joli Carr) – Heather

WIC (Connie Moore) – Kristina & Heather

Campbell County School District/CCH – Kid Clinic (Clinic Manager Marlo Dunham) – Cassie

Campbell County School District - CCHS Counselors – Heather & Kristina

Campbell County School District – Sage Valley Junior High – Kristina & Tausha

Campbell County School District – Thunder Basin – Cassie

Campbell County School District – Twin Spruce Junior High - Kristina

Campbell County School District – Westwood – Heather & Kristina

Child Support Authority - Heather

CLIMB Wyoming (Stacie McDonald) – Kristina & Tausha

Council of Community Services (Mikel Smith) – Heather

Department of Family Services (staff and Foster Parent Group) – Heather, Kristina and Cassie

Dr. Beck – Heather

Embrace Grace - *Paige*

Gillette Abuse Refuge Foundation (GARF) (Margie McWilliams) – Kristina & Cassie

Gillette Reproductive Health (Julie Price Carroll) – Kristina & Heather

Head Start (Shelly Hagen) - Cassie

OB/GYN Specialists – Heather

Parkside Apartments - Cassie

VAC (Visitation and Advocacy Center) (Pamela Hyde) – Cassie

Women’s Resource Center (Sawyer Poitra) – Cassie

*Also suggested at the November 27, 2018 Policy Council Meeting – Salvation Army and St. Matthews Catholic Church

Will also post information at Seconds on the Avenue, Open Doors, area churches, physician’s offices, low income housing, gas stations, laundry mats, etc.

WAITING LIST POLICY

CFR 1302.14(c)

Policy:

It is the Policy of the Children's Developmental Services of Campbell County to maintain a waiting list of interested applicants, to assure eligible pregnant women and children enter the program immediately after a vacancy occurs.

Purpose:

To ensure the children and families who qualify for services receive those services in a timely manner.

Procedure:

1. All pregnant women and children considered for enrollment must have a waiting list application form completed. When a CDS-CC/EHS staff person accepts the application, they then must complete an Eligibility Verification form. If it is not possible to complete the Eligibility Verification form at time of the application, then we will explain to the family we will hold on to the application until we are able to verify their eligibility.
2. The EHS staff receiving the Waiting List Application then initiates the completion of the Criteria Ranking Checklist. Three staff will review the Criteria Ranking Checklist.
3. The Criteria Ranking Checklist will be used to assist in determining who will be selected for enrollment in the program
4. The following criteria are used for determination of eligibility:
 - Income
 - Age
 - Family Composition
 - Family Education
 - Special Needs
 - Family Services
 - Health Concerns
 - Other Needs

✓ Please see Criteria Ranking Checklist for definitions of above criteria.
5. As vacancies in the program become available, they will be filled from the waiting list. A call will be made to the next eligible family immediately following notice of the vacancy and they will be asked to come in and fill out the enrollment packet with the EHS Home Visitor or designee.
6. If there are two applications with equal scores, entry will be determined by the date of the application, with priority given to the one who applied first.
7. Names will be dropped from the list when:

- A. The child is too old to enter program
 - B. The parent/guardian requests removal of name
 - C. They have moved out of the area
 - D. After calling for enrollment three times and parent refuses each time
 - E. The phone has been disconnected and the parent had not notified EHS, a letter will be sent to the last known address, and the family cannot be located.
- A child whose family's income is below the poverty line or who is categorically eligible would automatically have priority over an over-income child to be served under the 130% authority regardless of the child's age (provided that they are age eligible) or score on our Criteria Ranking system. CDS-CC/EHS can still serve up to 10% of children from incomes above the poverty line.

**EARLY HEAD START
ENROLLMENT and ACCEPTANCE PROCEDURES
CFR 1302.15**

1. After eligibility and selection for the Early Head Start program has been determined, a home visitor is assigned to the family. Families are matched with a Home Visitor who ensures the best possible fit between staff and family. The family is contacted by an Early Head Start staff person to arrange for the family to come into the center or to meet at the family's home and fill out the enrollment packet. This will be completed by the family with the assigned EHS Home Visitor.
2. Each family will be asked to bring proof of age or pregnancy (birth certificate, hospital documentation, or documentation of pregnancy from Doctor) to the enrollment appointment: Each family will be asked to sign permission for records in order for the program to receive medical documentation to verify age and pregnancy.
3. Forms that will be completed during enrollment:
 - A. Enrollment Form-Eligible Child or Pregnant Woman
 - B. Enrollment Form-Other Family Member
 - C. Family Participation Agreement
 - D. Statement of Confidentiality
 - E. Authorization, Release, and Indemnity
 - F. Emergency Contact Form
 - G. Release of Information
 - H. Request for Records
 - I. Consent for Medical Treatment
 - J. Consent for Mental Health
 - K. HIPAA
 - L. Parent Group Information
 - M. Infant Nutrition Form (under 12 months of age)
 - N. Parent Handbook Signature Page
 - O. Family Needs Assessment
4. For families who are re-enrolling, all enrollment forms will be reviewed, and any changes will be documented on the current forms and initialed by the parent.
5. The Administrative Assistant will construct the child's file and document what information has been completed and what needs to be completed.
6. The Home Visit Child folder (working folder) will be kept in the Early Head Start Home Visitor's office and will be taken to each Home Visit with the family. Any information that the family has requested or forms that need to be signed and returned will be placed in this folder.
7. The child/pregnant woman is considered enrolled in the EHS program when the enrollment process is completed, and they have initiated services.

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
EARLY HEAD START
ATTENDANCE POLICY AND PROCEDURE
45 CFR 1302.16**

Policy:

It is the policy of the Children's Developmental Services of Campbell County/Early Head Start to ensure all efforts are made by the program to maintain an average attendance of 90%.

Purpose:

The purpose of this policy is to assure accountability on the part of the program and the family in maintaining attendance goals.

Procedure:

1. Upon enrollment, all families, with their home visitor, will review the expectations for consistent attendance as written on the attached page, titled "Attendance."
2. Consistent schedules will be set between the home visitor and the family to encourage attendance.
3. When a home visit is missed, due to the home visitor's absence, it will be the responsibility of the home visitor and family to reschedule the visit.
4. If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required,
5. When absences are unexplained, or a pattern of absence is identified that puts the family at risk of missing ten percent of home visits during the program year, the program must follow the steps established on the attached page, titled "Attendance."

ATTENDANCE

Your attendance is very important at Discovery Times and Home Visits. When you regularly attend Discovery Times and Home Visits, your child benefits by building relationships with staff and other children. Your child will become comfortable with the new surroundings which will give your child a comfortable learning environment.

Your attendance also helps the program in achieving a goal set by the Head Start Performance Standards. The Head Start Performance Standards require programs to track attendance for each child, implement strategies to promote attendance and make every effort for families to achieve 90% attendance. When attendance is down the program is required to follow the following steps:

1. Provide families information about the benefits of regular attendance
2. Support families to promote regular attendance
3. Analyze the causes of absenteeism. This analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur consecutively. It is very important to call when you will not be able to attend a Discovery Time or home visit.
4. If a pattern of absence is identified that puts the family at risk of missing ten percent of home visits per year, the program develops appropriate strategies to improve individual attendance, including additional home visits.
5. In circumstances where chronic absenteeism persists the program must make appropriate efforts to reengage the family to resume attendance. If the family's attendance does not resume, then the child's slot must be considered vacant.



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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad

MEMORANDUM

TO: County Offices, Boards, Departments & External Agencies

FROM: Board of County Commissioners

RE: Fiscal Year 2020/2021 Budget Message

DATE: January 17, 2020

In accordance with W.S. 16-4-404(d) which requires each proposed and adopted municipal budget be accompanied by a budget message explaining the fiscal year budget. The message is to include an outline of proposed financial policies, important features of the budget and reasons for changes from the previous year regarding appropriation and revenue items. In addition, any major changes in our financial policies. Along with the statutorily required items, the Board would like to provide information that we hope you find helpful as your work to develop your fiscal year 2020/2021 budgets.

As you all know, following many years of a healthy and growing assessed valuation, Campbell County has entered a time of contraction due to challenges faced in the mineral extraction industry. The assessed valuation for Fiscal Year 2019/2020 was \$4,470,155,344. The ten-year average is \$5,292,674,714 with a high of \$6,208,239,272 in 2015 and a low of \$4,182,623,053 in 2017. The latest information received from Troy Clements indicates that coal production is down 11% and gas is down 35%. Only oil has increased but only modestly at 2%. If current numbers remain steady, Campbell County can expect an assessed valuation of \$4.1 billion which is the assessed valuation in 2017 when departments were asked to submit alternate proposed operating budgets with both a 7% and 12% decrease. Accordingly, revenues are expected to drop by approximately 10 percent.

Across the board cuts are not being asked of each agency, board and department, however, each of you are being asked to carefully scrutinize your budget and look for cuts in your operating budgets. Each operating budget request will be examined keeping in mind the impacts to the overall county budget and needs for the provision of essential government services. The only increases to operating budgets that will be considered are with the Tyler Project and implementing results from the Segal Waters compensation study. Reductions in staffing are not requested but all positions that are vacated must be approved by the Board before being filled.

With regard to capital and capital construction requests, very little will be allocated for Fiscal Year 2020/2021. The exceptions will be costs and expenses for the continued implementation of the Tyler Project, needed improvements to the Hannum Road property to effectuate moving the Road and Bridge Department, needed renovation/remodeling of the Courthouse Annex located at 505 S. Gillette Ave., second floor of the

main Courthouse to house a fourth district court judge and completion of Phase II of the Garner Lake Road extension and alteration project. Decisions on the scope of the work pertaining to the Courthouse Annex and second floor of the Courthouse will be dependent on costs identified for a phased project.

All proposed budgets must adhere to the Campbell County Fiscal Policies, Budget Handbook, rules, regulations and guidelines adopted by the County. No major changes in county fiscal policies will occur.

Thank you for your continued efforts and service to the citizens of Campbell County.



Robert L Maul



Children's Developmental Services of Campbell County
Budget Time-Line 2020-2021

January 15, 2020: Board of Commissioners Budget Message and Handbook distributed.

January 22, 2020: Requisitions distributed to CDS staff.

January 27, 2020: Focus team meets to discuss: (1) staffing numbers, (2) program changes, (3) requisitions for materials, supplies, equipment, (4) director's explanations and review of budget process, (5) capital funding request.

January 29, 2020: Budget Committee established: Board Members: Wendy Balo, Carol Yonkee, and Bertine Bahige. Focus Team: EHS Coordinator Stephanie Stevens; EI Coordinator Trena Bauder; EC Coordinator Tausha Edmonds; Sr. Financial Specialist Carol Curtis; & EII Supervisor Natalie Terrell; Financial Specialist Emily Roberts.

February – May 2020: Preparation of operation and capital funding requests.
Board of Commissioners Pre-budget Planning Meetings.

February 7, 2020: Requisitions due.

February 13 and 14, 2020: Budget Meetings. Team meeting with each cost center (Administration, EI, EC, and EHS). Establish purpose and intent of meetings. Identify issues to be addressed through the budget process. Review program priorities, estimated revenues, current budget, and staffing.

February 17, 2020: Focus Team meets to discuss requests for requisitions, capital and overall budget.

February 19, 2020: Focus Team and Board of Directors Budget Committee meet to review budget recommendations.

February 26, 2020: Board of Directors Meeting review capital construction and capital outlay requests and make recommendations.

March 4, 2020: Deadline for all agencies other than Human Service/External agencies to submit capital construction, computer hardware and software, and vehicle budget requests to the County Clerk. These requests will be forwarded by the County Clerk to Public Works, Information Technology Services and Fleet Management respectively.

March 31, 2020: Public Works submits Capital Construction budget request to Clerk's Office.

March 25, 2020: Budget Committee recommendations to the Board of Directors. CDS-CC Board of Directors review pre-budget for meeting with County Commissioners.

March 25, 2020: Public works submits Capital Construction budget request to the Clerk's Office.

March 25, 2020: Pre-Budget meeting with County Commissioners, 7:00 p.m.

March 27, 2020: Develop the proposed budget to present to Children's Developmental Services of Campbell County Board of Directors. Public Works submission of Capital Outlay budget request to the Clerk's Office.

April 1, 2020: Deadline for all agencies other than Human Services/External Agencies to submit Capital Construction requests (one copy) to the Clerk's Office.

ITS and Fleet Management shall submit capital requests to the Clerk's Office.

CARE Board shall submit recommendations to the County Commissioners (Clerk) on Human Service/Non-Profit Agency funding requests.

April 13, 2020: Deadline for all agencies other than Human Service/External Agencies to submit operational funding requests, including revised capital, and projected revenue to the Clerk's Office. Please submit one copy of the funding request, all supporting documentation and narrative according to the template. Individualized notebooks should not be prepared.

Land Board and Fire Board shall submit an original and ten (10) copies of requested budget to the County Clerk's Office and copies to each of the other governing entities.

April 16, 2020: Clerk's Office distributes requested budgets to Board of Commissioners.

April 20 – April 24, 2020: Board of Commissioners will review budget requests. Board of Commissioners will meet with the CARE Board to discuss Human Service funding requests.

May 13, 2020: Office of the Commissioners will begin its notification to all agencies of *provisionally approved* funding, both operation and capital.

June 2, 2020: Board of Commissioners will approve the proposed budget for publication as prepared by the County Clerk.

June 15, 2020: A public hearing will be held at 6:00PM in the Commissioners Chambers in the Campbell County Courthouse on the Fiscal Year 2020-2021 Budget.

June 16, 2020: Date of adoption of the Fiscal Year 2020-2021 budget at the Board of Commissioners regular meeting at 10:15 AM.

June 17, 2020: Office of the Commissioners begins to provide written notification to all agencies on approved budgets for FY 2020/2021; subsequent to budget adoption.

Director's Report January 2020

Early Intervention:

- Contract deliverables have been sent off to the Behavioral Health Division.
- Staff are initiating the transition process for children going to kindergarten. Natalie Terrell, EIS will be at February's Board meeting to discuss this process.

Early Childhood:

- Classroom staff are conducting parent and teacher conferences.

Early Head Start:

- Stephanie will be attending a Leadership training session in Denver. She will also represent Wyoming on a panel discussing opioid use and abuse in our Wyoming families. Head Start is paying her travel for this.

Financial:

- The County is in the process of developing a purchasing policy for grant funded programs, we will review to make sure it does not conflict with our current policy.
- The audit for the prior year is complete. We have not yet been provided a copy.

Personnel:

- We are finalizing the details of our on-boarding process. This will be used to engage all new employees into CDS' culture.
- We are currently interviewing for a new Early Head Start Administrative Assistant. We are also accepting applications for a new Instructional Assistant.

Other:

- Leadership Wyoming
 - I attended a session in Casper, January 9-11, 2020. This session focused on Health Care.
 - The February 19th – 22nd session will be held in Cheyenne with a focus on State Government and military. We will have an opportunity to meet with our legislators.

Facility:

- The playground on the West side will need considerable work, it is not up to code. We are working with the Parks Department to get a budget for potential 1% request in this year's budget.



FOR THE MONTH OF December 2019

REVENUES Received	
Enrollments	\$23,516.13
Over Payment in Child Care	\$0.00
Enrollments DFS	\$2,380.51
Enrollments Preschool	\$14,064.29
Over Payment in Preschool	\$0.00
Misc	\$331.80
Sub total Preschool Monies	\$40,292.73
BHD Region XIII Part B State December	\$149,633.40
BHD Region XIII Part B VIB Federal December	\$4,316.58
BHD Region XIII Part B Flow thru Federal December	\$6,456.67
BHD Region XIII Part C State - December	\$60,527.27
BHD Region XIII Part C Federal November	\$8,777.28
Child Find -- CCSD	\$65,000.00
Medicaid Waiver/Title 19	\$4,473.77
Reimbursement	\$0.00
Early Head Start - September exp	\$33,243.91
Early Head Start T & TA Funds	\$503.55

TOTAL RECEIPTS \$332,932.43

Monies Transferred to Campbell County	
REGION XIII Expenses - DD Expenses November DD Exp	
Including Part C/Title VIB/Medicaid/Flow Thru Expenses	\$235,094.12
Early Head Start Expenses -	\$33,747.46
TOTAL Monies transferred	\$268,841.58

Miscellaneous Income	
Collections	\$219.20
Refund - Reinhart and US Foods	\$331.80
Total	\$551.00

SUMMARY REPORT

DISBURSEMENTS	
ADMINISTRATION	\$31,642.86
EARLY CHILDHOOD	\$127,623.29
EARLY INTERVENTION	\$292,795.20
EARLY HEAD START	\$30,642.59
TOTAL DISBURSEMENTS	\$482,703.94

Preschool Monies + Transferred Monies - Less Disbursements	
DIFFERENCE = CAMPBELL CO. APPROPRIATION	-\$173,569.63

<i>Total Enrollment Accounts Receivable as of 11-30-19</i>	\$2,678.36
Child Care/Preschool & DFS -	
Charges and adjustments	\$ 37,920.95
Less payments received	\$ 39,960.93
Balance Accounts Receivable as of 12-31-19	\$ 638.38

GRANT FUNDED BANK BALANCES: 1ST NATIONAL BANK	
REGION XIII ACCOUNT	\$299,184.97
EARLY HEAD START	\$82.39
12/31/2019	\$299,267.36

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
FISCAL YEAR 2019-2020
FINANCIAL STATEMENT FOR December 2019
Percentage of Year Expended 50%

	DECEMBER REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 RECEIVED TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
REVENUES EARLY CHILDHOOD EDUCATION							
Enrollments/Full Day Preschool	23,516.13	256,650.00	148,443.85	0.58	108,206.15	1.4856	Parent's Fees
Enrollments/DFS	2,380.51	40,000.00	14,242.82	0.36	25,757.18	1.4856.1	DFS Clients
Enrollments/ Preschool	14,064.29	199,500.00	78,856.14	0.40	120,643.86	1.4856.2	Preschool
Interest Income & Misc	331.80	1,500.00	1,193.24	0.80	306.76	1.5220.20	Misc Income
Totals Early Childhood Education	40,292.73	497,650.00	242,736.05	0.49	254,913.95		
REVENUES EARLY INTERVENTION							
Grants							
Title VI-B Federal 619 2019-2020	4,316.58	51,799.40	25,899.50	0.50	25,899.90	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	38,740.02	0.50	38,739.73	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	897,800.40	0.50	897,800.60	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	48,275.07	0.42	65,829.93	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	363,163.52	0.49	373,163.48	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	65,000.00	1.00	0.00	1.4629	school district contract
Medicaid Title 19	4,473.77	62,000.00	25,201.62	0.41	36,798.38	1.4432.3	reimbursement from State/OT,PT, SPEECH
Reimbursement Income	0.00	5,000.00	741.00	0.15	4,259.00	1.5491	in/out unexpected reimbursement
Total Early Intervention	299,184.97	2,907,312.15	1,464,821.13	0.50	1,442,491.02		
REVENUES EARLY HEAD START							
Early Head Start 2019-2020	33,243.91	319,859.04	95,882.68	0.30	223,976.36	1.4412.20	EHS Budget FY 19 (Sept-August)
Early Head Start 2019-2020 T & TA Funds	503.55	10,000.00	2,199.24	0.00	7,800.76	1.4412.21	Technical Assistant Funds
Total Early Head Start	33,747.46	329,859.04	98,081.92	0.30	231,777.12		
Campbell County Appropriation	173,569.63	2,403,595.81	1,366,979.40	0.57	1,036,616.41		Income less expenses
TOTAL ALL REVENUE	546,794.79	6,138,417.00	3,172,618.50	0.52	2,965,798.50		Totals

EXPENDITURES ADMINISTRATION	DECEMBER	CURRENT YEAR	2019-2020	PERCENT	UNENCUMBERED	Explanation
	Expenditures	2019-2020 BUDGETED	Expended TO DATE	OF BUDGET	BALANCE	
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	10,048.57	136,681.00	64,070.49	0.47	72,610.51	701.6022 4 full time/ less DD
Regular Earnings Overtime	290.20	6,200.00	2,530.67	0.41	3,669.33	701.6023 Overtime for non-exempt employee
Regular Earnings/part time	1,741.77	23,797.00	12,207.48	0.51	11,589.52	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	1,784.87	25,526.00	12,138.28	0.48	13,387.72	701.6041 7.65% Fica Tax
P/R Benefit Expenditures	15,378.69	184,841.00	87,534.19	0.47	97,306.81	701.6042 life/dental/health/17.12% RET
TOTAL WAGES AND BENEFITS	29,244.10	387,180.00	188,987.85	0.49	198,192.15	
Contractual Services						
Communications & Transportation						
Postage & Freight	78.51	400.00	53.74	0.13	346.26	701.6052 postage meter and scale
Telephone - Advertising		0.00	0.00	#DIV/0!	0.00	701.6053
Publicity						
Public Relations/Board Expense	19.25	200.00	164.32	0.82	35.68	701.6091 Board/Committee Work
50 Year Anniversary Acitivities		2,500.00	217.50	0.09	2,282.50	701.6091.06 50 year anniversary activities
Dues & Subscriptions						
Periodicals		400.00	45.00	0.11	355.00	701.6101 Subscriptions
Collection Agency	109.60	750.00	615.42	0.82	134.58	701.6102
Utility Service						
Electricity, Water & Sewer	1,164.03	20,000.00	5,120.44	0.26	14,879.56	701.6111 shared exp with EHS DDD
Propane & Natural Gas	536.73	3,500.00	-213.89	-0.06	3,713.89	701.6114 shared exp with EHS DDD
Garbage Collections	228.75	3,500.00	1,372.50	0.39	2,127.50	701.6116 shared exp with EHS DDD
Maintenance/Licensing Agreement						
Maintenance Agreement		8,500.00	0.00	0.00	8,500.00	701.6234 copier/fax
Travel Employees						
Tuition & Fees		1,000.00	357.00	0.36	643.00	701.6517.1
Conferences/Seminars & Workshops		750.00	99.75	0.13	650.25	701.6517.3
Employee Transportation		300.00	36.19	0.12	263.81	701.6517.4
Meals & Lodging	337.00	2,250.00	558.10	0.25	1,691.90	701.6517.5 mileage @ .58
TOTAL CONTRACTUAL SERVICES	2,473.87	44,050.00	8,426.07	0.19	35,623.93	Leadership WY
Supplies						
General Office Supplies	-169.43	3,000.00	15.18	0.01	2,984.82	701.6531 shared exp with EHS DDD
Paper Supplies	94.32	1,200.00	481.32	0.40	718.68	701.6533 shared exp with EHS + DDD
TOTAL SUPPLIES	-75.11	4,200.00	496.50	0.12	3,703.50	
Fixed Charges						
Insurance						
General Liability		150.00	0.00	0.00	150.00	701.6933 surety Bonds for Carol/Emily/Treasurer
TOTAL FIXED CHARGES	0.00	150.00	0.00	0.00	150.00	
Capital Outlay						
Furniture/ Fixtures/Equipment	0.00	1,000.00	281.39	0.28	718.61	701.7202 Replacement of Chairs/items under 1000
Technology/Phone/Pro Care Software	0.00	750.00	0.00	0.00	750.00	701.7214 support Pro Care Software
TOTAL CAPITAL OUTLAY	0.00	1,750.00	281.39	0.16	1,468.61	
SUB TOTAL ADMINISTRATION	31,642.86	437,330.00	198,191.81	0.45	239,138.19	

EXPENDITURES	DECEMBER	CURRENT YEAR	2019-2020	PERCENT	UNENCUMBERED	Explanation
	Expenditures	2019-2020 BUDGETED	Expended TO DATE	OF BUDGET	BALANCE	
EARLY EDUCATION/CHILD CARE						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	59,156.66	752,942.00	352,474.90	0.47	400,467.10	702.6022
Regular Earnings/Part Time		0.00	0.00	#DIV/0!	0.00	702.6024
Salaries & wages Temp. Emp.						
Regular Earnings/Subs	1,637.85	32,000.00	8,635.87	0.27	23,364.13	702.6032
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	6,284.07	77,086.00	37,866.75	0.49	39,219.25	702.6041
P/R Benefit Expenditures	51,367.38	595,458.00	275,945.29	0.46	319,512.71	702.6042
TOTAL WAGES AND BENEFITS	118,445.96	1,485,204.00	700,178.19	0.47	785,025.81	
Contractual Services						
Printing/Duplicating						
Printing Cartridges		500.00	0.00	0.00	500.00	702.6072
Dues & Subscriptions						
Periodicals/Curriculum		9,000.00	5,824.55	0.65	3,175.45	702.6101
Assoc., Committee Dues		250.00	0.00	0.00	250.00	702.6102
Hepititus B Vaccination/CRIML Bckgrnd		1,200.00	562.00	0.47	638.00	702.6381
Naeyc Accreditation		1,000.00	1,035.00	1.04	-35.00	702.6383
Family Functions		500.00	162.82	0.33	337.18	702.6391
Travel Employees						
Tuition & Fees		2,162.00	77.58	0.04	2,084.42	702.6517.1
Conferences/Seminars/Workshops	2,515.00	4,650.00	3,203.74	0.69	1,446.26	702.6517.3
Employee Transportation		250.00	0.00	0.00	250.00	702.6517.4
Meals & Lodging		500.00	219.07	0.44	280.93	702.6517.5
TOTAL CONTRACTUAL SERVICES	2,515.00	20,012.00	11,084.76	0.55	8,927.24	
Supplies						
School Supplies	1,003.36	10,000.00	1,797.26	0.18	8,202.74	702.6554
Classroom Supplies	98.74	2,200.00	670.16	0.30	1,529.84	702.671
Food	5,436.79	60,000.00	25,522.18	0.43	34,477.82	702.6665
Kitchen Supplies	0.00	10,000.00	269.22	0.03	9,730.78	702.669
Medical Supplies	24.40	500.00	161.46	0.32	338.54	702.6671
Repairs & Maintenance						
Furnishings		1,000.00	563.85	0.56	436.15	702.6762
Kitchen Maintenance		2,850.00	0.00	0.00	2,850.00	702.6762.4
TOTAL SUPPLIES	6,563.29	86,550.00	28,984.13	0.33	57,565.87	
Fixed Charges						
Insurance						
Preschool Accident Insurance	-14.25	4,300.00	-85.50	-0.02	4,385.50	702.6942
TOTAL FIXED CHARGES	-14.25	4,300.00	-85.50	-0.02	4,385.50	
Capital Outlay						
Playground Equipment	113.29	2,000.00	518.32	0.26	1,481.68	702.7216
TOTAL CAPITAL OUTLAY	113.29	2,000.00	518.32	0.26	1,481.68	
Sub Totals Early Education/Child Care	127,623.29	1,598,066.00	740,679.90	0.46	857,386.10	

EXPENDITURES	DECEMBER	CURRENT YEAR	2019-2020	PERCENT	UNENCUMBERED	Explanation
	Expenditures	2019-2020 BUDGETED	Expended TO DATE	OF BUDGET	BALANCE	
EARLY INTERVENTION						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	164,018.43	2,061,600.00	994,896.19	0.48	1,066,703.81	703.6022
Regular Earnings/Part Time	4,049.27	89,540.00	24,018.97	0.27	65,521.03	703.6024
Temp Part time/Subs	2,598.75	31,185.00	15,592.50	0.50	15,592.50	703.6032
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	703.6036
Compensation Adjustment		55,288.00	56,851.29	1.03	-1,563.29	703.6039
Employers Contributions						
Empl. Contribution Fica/WC	18,335.91	171,809.00	84,362.63	0.49	87,446.37	703.6041
P/R Benefit Expenditures	86,893.30	1,065,403.00	490,178.41	0.46	575,224.59	703.6042
Flex Benefits		21,010.00	0.00	0.00	21,010.00	703.6046
TOTAL WAGES AND BENEFITS	275,895.66	3,495,835.00	1,665,899.99	0.48	1,829,935.01	
Contractual Services						
Communications						
Postage & Freight	66.57	800.00	399.42	0.50	400.58	703.6052
Telephone/Data Plan	213.22	2,500.00	999.06	0.40	1,500.94	703.6053
Publicity						
Advertising		500.00	0.00	0.00	500.00	703.6092
Recruitment/Relocation		2,500.00	0.00	0.00	2,500.00	703.6093.01
Dues & Subscriptions						
Periodicals	221.50	500.00	456.00	0.91	44.00	703.6101
Professional Dues	353.00	3,000.00	1,131.00	0.38	1,869.00	703.6102.2
Utilities	5,142.00	61,700.00	30,852.00	0.50	30,848.00	703.6111
Professional Services						
Children's Transportation	-208.34	8,830.00	1,933.54	0.22	6,896.46	703.6137
Consulting	300.00	10,000.00	822.50	0.08	9,177.50	703.6146
Infant Inter Agency Council		500.00	265.89	0.53	234.11	703.6386
Region XIII Social Emotional	865.00	10,000.00	3,589.25	0.36	6,410.75	703.6393
Travel Employees						
Tuition & Fees	1,370.00	3,000.00	1,850.39	0.62	1,149.61	703.6517.1
State Training and Technical Assistance	7,571.04	15,000.00	8,638.27	0.58	6,361.73	703.6517.22
Employee Transportation		500.00	29.73	0.06	470.27	703.6517.4
Meals & Lodging	-714.00	5,000.00	3,354.59	0.67	1,645.41	703.6517.5
TOTAL CONTRACTUAL SERVICES	15,179.99 ##	124,330.00	54,321.64	0.44	70,008.36	
Supplies						
General Office Supplies	400.00	5,000.00	2,859.99	0.57	2,140.01	703.6531
Paper Supplies	216.67	3,000.00	1,300.02	0.43	1,699.98	703.6533
School Supplies		8,000.00	2,896.28	0.36	5,103.72	703.6554
School Furnishings		1,000.00	0.00	0.00	1,000.00	703.6771.1
School Furnishings/Additional Classroom		0.00	0.00	#DIV/0!	0.00	703.6771.2
Part C Supplies		1,400.00	1,176.49	0.84	223.51	703.6748
Repairs & Maintenance						
Vehicle Parts & Repairs	129.59	5,760.00	1,678.19	0.29	4,081.81	703.6751
TOTAL SUPPLIES	746.26	24,160.00	9,910.97	0.41	14,249.03	
Fixed Charges						
Reimbursement Expense	714.00	5,000.00	741.00	0.15	4,259.00	703.7105
Total Fixed Charges	714.00	5,000.00	741.00	0.15	4,259.00	
Capital Outlay						
Office Equipment		500.00	0.00	0.00	500.00	703.7194
School Equipment	259.29	5,000.00	1,802.28	0.36	3,197.72	703.7217
TOTAL CAPITAL OUTLAY	259.29	5,500.00	1,802.28	0.33	3,697.72	
Sub totals for Early Intervention	292,795.20	3,654,825.00	1,732,675.88	0.47	1,922,149.12	

EXPENDITURES	DECEMBER	CURRENT YEAR	2019-2020	PERCENT	UNENCUMBERED	Explanation
	Expenditures	2019-2020 BUDGETED	Expended TO DATE	OF BUDGET	BALANCE	
EARLY HEAD START						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	18,046.43	251,636.00	116,163.97	0.46	135,472.03	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	2,318.55	23,560.00	11,184.20	0.47	12,375.80	704.6041 7.65% fica + WC
P/R Benefit Expenditures	9,055.63	131,203.00	59,794.23	0.46	71,408.77	704.6042 health/dental/17.12% ret/Def Comp
Flex Benefits		2,990.00	0.00	0.00	2,990.00	704.6046 100.00 per employee flex + health savings plan
TOTAL WAGES AND BENEFITS	29,420.61	416,179.00	192,511.22	0.46	223,667.78	personal services include CDS share
Contractual Services						
Communications						
Postage & Freight/Copies	54.92	700.00	329.52	0.47	370.48	704.6052 Monthly expense to CDS
Printing Special Forms		600.00	0.00	0.00	600.00	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	2,679.54	0.50	2,679.46	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	891.24	0.11	7,108.76	704.6146.09 Require Training Dollars
Vehicle Transportation	208.34	2,500.00	1,250.04	0.50	1,249.96	704.6517.4 monthly expense/fuel
Vehicle Maintenance/Repair	81.00	900.00	263.72	0.29	636.28	704.6751 repairs on vehicles
TOTAL CONTRACTUAL SERVICES	790.85	20,911.00	7,486.06	0.36	13,424.94	
Supplies						
General Office Supplies	100.00	1,300.00	722.40	0.56	577.60	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-tra supplies/mo for CDS supplies/CC Net/GOLD
Preschool Accident Insurance	14.25	171.00	85.50	0.50	85.50	704.6942 Monthly expenses to CDS
TOTAL SUPPLIES	114.25	3,246.00	2,236.86	0.69	1,009.14	
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	196.97	0.14	1,203.03	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	84.38	3,060.00	607.51	0.20	2,452.49	704.6181.03 Contract w/mental health provider
Health Services Contract	232.50	3,000.00	1,552.50	0.52	1,447.50	704.6181.04 contracted nurse
TOTAL PARENT SERVICES	316.88	7,860.00	2,356.98	0.30	5,503.02	
Sub totals for Early Head Start	30,642.59	448,196.00	204,591.12	0.46	243,604.88	
TOTAL EXPENDITURES	482,703.94	6,138,417.00	2,876,138.71	0.47	3,262,278.29	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 December 2019
Percentage of Year Expanded 34%
Budget Detail

EHS FINANCIAL 19-20

REVENUE:

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

DECEMBER REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
33,243.91	319,859.04	95,882.68	0.30	223,976.36	704.4412.19	EHS FY16 approved grant 2019-2020
503.55	10,000.00	2,199.24	0.22	7,800.76	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

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

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

TOTAL SUPPLIES

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

TOTAL PARENT SERVICES

Total expenditures for Early Head Start

DECEMBER REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2018-2019 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
18,046.43	251,636.00	78,409.49	0.31	173,226.51	704.6022	5 FULL TIME /
	6,790.00	5,368.82	0.79	1,421.18	704.6039	as per county commissioners
2,318.55	23,560.00	7,932.21	0.34	15,627.79	704.6041	7.65% fica/WC
9,055.63	131,203.00	46,600.28	0.36	84,602.72	704.6042	flex/health/dental/ret/
0.00	2,990.00	0.00	0.00	2,990.00	704.6046	FLEX Benefits/Health savings
29,420.61	416,179.00	138,310.80	0.33	277,868.20		personal services include CDS share
54.92	700.00	219.68	0.31	480.32	704.6052	Monthly Exp to CDS
	600.00	0.00	0.00	600.00	704.6071	
	552.00	0.00	0.00	552.00	704.6102	
446.59	5,359.00	1,786.36	0.33	3,572.64	704.6111	Monthly Exp to CDS
	300.00	0.00	0.00	300.00	704.6146.01	Nutrition
	10,000.00	2,199.24	0.22	7,800.76	704.6146.07	Trainings
208.34	2,500.00	833.36	0.33	1,666.64	704.6517.4	Monthly Exp to CDS
81.00	900.00	251.34	0.28	648.66	704.6751	repairs on vehicles
790.85	20,911.00	5,289.98	0.25	15,621.02		
100.00	1,300.00	522.40	0.40	777.60	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	57.00	0.33	114.00	704.6942	Monthly Exp to CDS
114.25	3,246.00	1,153.60	0.36	2,092.40		
	150.00	0.00	0.00	150.00	704.6181.01	parents books & supplie
	1,400.00	115.84	0.08	1,284.16	704.6181.02	child care for classes/interactions/translatons
	250.00	0.00	0.00	250.00	704.6517.9	reimbursement for parents
84.38	3,060.00	303.76	0.10	2,756.24	704.6181.03	counsel/legal parents/Consulting
232.50	3,000.00	1,027.50	0.34	1,972.50	704.6181.04	public health nurse
316.88	7,860.00	1,447.10	0.18	6,412.90		

30,642.59 448,196.00 146,201.48 0.33 301,994.52

FEDERAL FINANCIAL REPORT

(Follow form instructions)

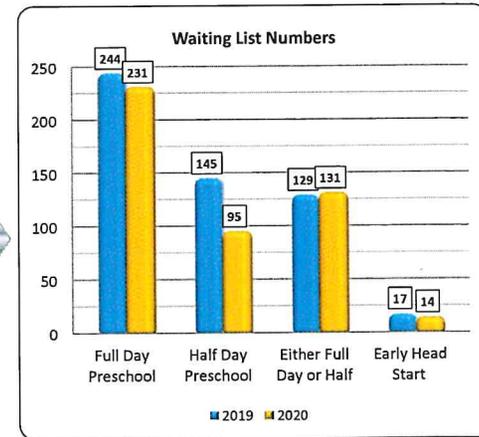
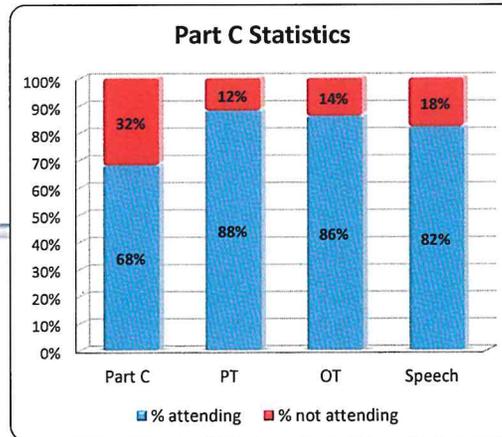
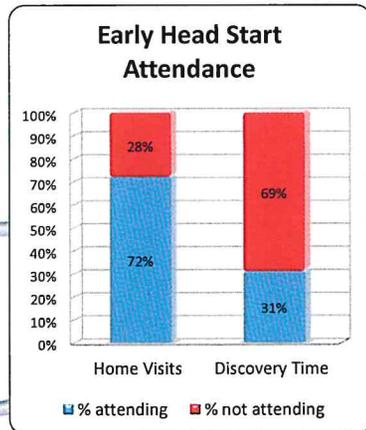
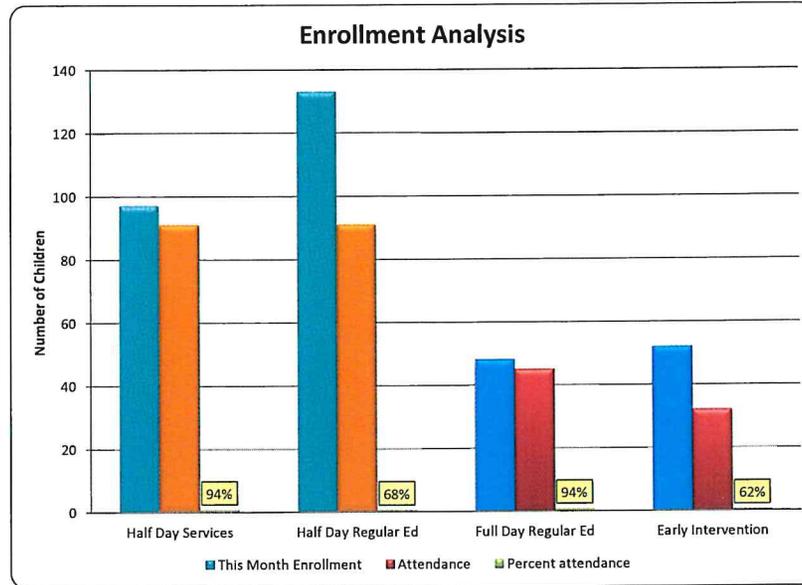
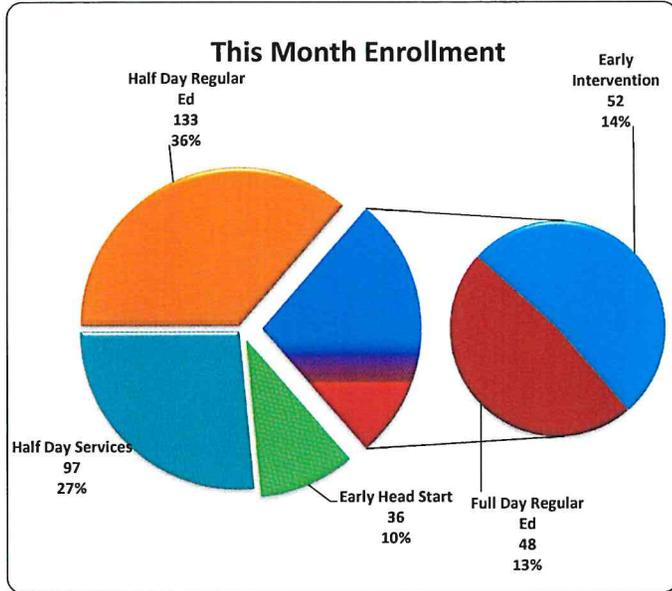
1. Federal Agency and Organizational Element to Which Report is Submitted HHS-ADMINISTRATION FOR CHILDREN & FAMILIES		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of 2		
3. Recipient Organization (Name and complete address including Zip code) CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY 1801 SOUTH 4-J ROAD GILLETTE, WY, 82718							
4a. DUNS Number 071413140	4b. EIN 1836000103A2	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final <input type="checkbox"/> Month	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year) 9-1-19			To: (Month, Day, Year) 8-31-20		9. Reporting Period End Date (Month, Day, Year) DECEMBER 31, 2019		
10. Transactions					Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts					60,286.26		
b. Cash Disbursements					94,211.18		
c. Cash on Hand (line a minus b)					-33,924.92		
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
					g. Totals:		
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official Curtis, Carol Senior Financial Specialist				c. Telephone (Area code, number and extension) 307-660-7612			
b. Signature of Authorized Certifying Official Carol Curtis				d. Email address clc70@ccgov.net			
				e. Date Report Submitted (Month, Day, Year) JANUARY 15, 2020			
14. Agency use only:							

Standard Form 425 - Revised 6/28/2010
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

December 2019
Statistical Report



December 2019
Statistical Report

