Children’s Developmental Services of Campbell County
Board of Director’s Meeting
April 24, 2019

MEETING PLACE:
The Children’s Developmental Services of Campbell County Board of Directors met in a regular meeting April 24, 2019 at the Children’s Developmental Services of Campbell County.

CALL TO ORDER:
The meeting was called to order by Chairwoman Wendy Balo at 7:03 p.m.

PUBLIC COMMENT:
There was no Public Comment.

INTRODUCTIONS:
Board members present were: Wendy Balo, Carol Yonkee, Vicki Gilmour, Luke Wilkins, and Bertine Bahige, and EHS Liaison Michelle Pierce. Executive Director Bob Tranas, Early Head Start Coordinator Tausha Edmonds, Early Intervention Coordinator Trena Bauder, Early Childhood Coordinator Bel Christiansen, Early Childhood Instructor (Amazon) Keenan Mumm, Senior Financial Specialist Carol Curtis, and Senior Administrative Assistant Melissa Kline.

READING OF MINUTES:
Luke Wilkins made a motion to approve the March 2019 minutes as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.
OLD BUSINESS:
Written Translation Agreement:
Bob Tranas presented the new Written Translation Agreement that covers the translation of written documentation. There was discussion about rates and the changes to the contract.

Bertine Bahige made a motion to approve the Written Translation Agreement as submitted. Vicki Gilmour seconded. With a unanimous vote, the motion carried.

NEW BUSINESS:
REGION XIII PDDS:
There was no Region XIII PDDS business discussed.

EARLY CHILDHOOD EDUCATION:
Week of the Young Child:
Bel Christiansen shared the different spirit events that were put into place for Week of the Young Child. This included Commissioner Rusty Bel reading books to the children. Bel Christiansen shared photos of the event with the Board.

Preschool Graduations:
Bel Christiansen shared an overview of Graduation including dates and times. The theme this year will be Shining Star. Bel verbally extended an invitation to the Board members welcoming them to attend graduation.

Preschool Classrooms:
Bob Tranas provided a handout with options for empty classrooms. The Board reviewed and discussed pros and cons of the different options. The Board agreed that the option to Partner with a local business/non-profit entity was the best idea to explore. Bob Tranas is going to gather more information on partnering with Climb WY and Gillette College. There will be further discussion at future meetings.

EARLY HEAD START:
EHS Grant Application:
Tausha Edmonds presented the EHS Grant Application. This is a new 5-year application running 9/1/19-8/31/20. Board members reviewed and discussed the full 2019-2020 EHS Grant Application and its request for $314,296 in Program Operations; $10,000 in Training and Technical Assistance; $5,563 in Cost of Living Adjustment (COLA); for a total of $329,859 in federal dollars and $82,465 in applicant dollars for a total request of $412,324 for a 12-month operational cost for September 1, 2019 through August 31, 2020.

Vicki Gilmour made a motion to approve the 2019/2020 EHS Grant request as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.
BUDGET:
2019-2020 Budget:
The finalized Budget that was submitted to the Campbell County Commissioners was reviewed, and copies were handed out.

OTHER NEW BUSINESS:
Board Terms:
Bob Tranas discussed Board Terms that will be expiring soon. These include Vicki Gilmour and Wendy Balo. Vicki Gilmour, her second term expires 6/30/19. Wendy Balo’s first term expires 6/30/19 and she will have the option to run for a CDS-CC board position again. Bob mentioned that if there are people that are interested applications should be submitted by the end of May no later than the first of June. Bertine Bahige mentioned that it would be good to look into the Spanish or Parent community for a Board member. There was discussion as well about the Pediatric Medical community.

DIRECTOR’S REPORT:
Bob Tranas provided the April 2019 Director’s report.

Bob Tranas provided an overview about the atrium parent involved meeting.

TREASURER’S REPORT:
February Financial Report:
Carol Curtis presented the April 2019 Treasurer’s and Financial Summary.

Carol Yonkee made a motion to accept the April 2019 Financial Summary as submitted. Luke Wilkins seconded. With a unanimous vote, the motion carried.

Federal EHS Quarterly Financial Report:

Vicki Gilmour made a motion to accept the Federal EHS Quarterly Financial Report as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.

OTHER NEW BUSINESS:
There was no new business.

STATISTICAL REPORT:
The April statistical reports were reviewed.
EXECUTIVE SESSION:
Luke Wilkins made a motion for the board move into executive session for a scholarship. Vicki Gilmour seconded the motion. The Board moved into Executive Session at 8:11 P.M.

The regular meeting was called back to order by Chairperson Wendy Balo at 8:15 pm.

Luke Wilkins made a motion to approve the scholarship as presented. Bertine Bahige seconded the motion. With a unanimous vote, the motion carried.

There being no further business, Carol Yonkee made a motion to adjourn. Vicki Gilmour seconded the motion. With a unanimous vote, the motion carried. Meeting adjourned at 8:17 pm.

NEXT MEETING DATE:
The next scheduled meeting for the Children’s Developmental Services of Campbell County Board of Directors is May 29, 2019, 7:00 P.M. at the Children’s Developmental Services of Campbell County.

Respectfully Submitted,

Luke Wilkins, Secretary
CDS -CC Board of Directors

Wendy Balo, Chairwoman
CDS -CC Board of Directors