Children’s Developmental Services of Campbell County
Board of Director’s Meeting
May 24, 2019
(Rescheduled and held June 5, 2019)

MEETING PLACE:
The Children’s Developmental Services of Campbell County Board of Directors met in a regular meeting June 5, 2019 at the Children’s Developmental Services of Campbell County.

CALL TO ORDER:
The meeting was called to order by Chairwoman Wendy Balo at 7:00 p.m.

PUBLIC COMMENT:
There was no Public Comment.

INTRODUCTIONS:
Board members present were: Wendy Balo, Vicki Gilmour, Bertine Bahige, and EHS Liaison Michelle Pierce. Early Intervention Coordinator Trena Bauder, Early Childhood Coordinator Tausha Edmonds, Early Childhood Instructor (Honeybees) Clint Linneman, and Senior Administrative Assistant Melissa Kline.

ADDITIONS TO AGENDA:
Budget

READING OF MINUTES:
Vicki Gilmour made a motion to approve the April 2019 minutes as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.
OLD BUSINESS:
There was no Old Business discussed.

NEW BUSINESS:
REGION XIII PDDS:
Data Based Individualization update:
Trena Bauder provided a verbal update. There are still funds that are remaining to be spent. The remaining funds will be invested in training EC Teachers and Part C EI Instructors. The training has already been confirmed and the dates are set.

Kindergarten Transitions:
Trena Bauder provided an update on the total number of children on services who are eligible for transition into kindergarten. She also presented data on the numbers of evaluations, CCSD IEP's that were developed, the number of students who will be staying at CDS-CC for another year and the number of students who were accepted into the CCSD Junior Kindergarten program.

Part B Contract (Part 1 and Part 2):
Trena Bauder discussed the contract that Children's Developmental Services has with the State of Wyoming for Part B. $1,924,879.95

Bertine Bahige made a motion to approve the Part B Contract (Part 1 and Part 2) as submitted. Vicki Gilmour seconded. With a unanimous vote, the motion carried.

Part C Contract:
Trena Bauder discussed the contract that Children's Developmental Services has with the State of Wyoming for Part C, birth to three years old services. $850,432.27

Vicki Gilmour made a motion to approve the Part C Contract as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.

Memorandum of Understanding – CDS and WCFD:
Tausha Edmonds presented the Memorandum of Understanding between Children's Developmental Services and Wyoming Child and Family Development (Head Start)

Bertine Bahige made a motion to approve the Memorandum of Understanding as submitted. Vicki Gilmour seconded. With a unanimous vote, the motion carried.
**EARLY CHILDHOOD EDUCATION:**

50th Anniversary:
Tasha Edmonds and Melissa Kline gave an update on the planning progress for the 50th Anniversary.

Daniel Tiger Visit:
Tasha Edmonds and Clint Linneman shared photos and activities that took place during the Daniel Tiger event.

Nutrition Report (Dietetic Intern Students):
Tasha Edmonds reviewed the nutrition report for the preschool program, provided by CCH-Karen Polson. Tasha Edmonds shared the benefits of the nutrition report.

Tasha Edmonds shared the potential partnership with Montana state University. It would allow two student interns from the MSU program. One intern would attend this fall and the second in the Spring 2020.

**EARLY HEAD START:**

Part C and EHS Intra-agency Agreement:
Tasha Edmonds reviewed the annual renewal of the internal agreement between EHS and Part C – birth to three services. Tasha discussed the benefits of the partnership with referrals and screenings.

Vicki Gilmour made a motion to approve the Part C and EHS Intra-agency Agreement as submitted. Bertine Bahige seconded. With a unanimous vote, the motion carried.

**Internal Dispute Resolution:**
Tasha Edmonds reviewed the current policy with the recommended changes. She provided details to the necessity of the change to comply.

Bertine Bahige made a motion to approve the Memorandum of Understanding as submitted. Vicki Gilmour seconded. With a unanimous vote, the motion carried.

**Child Outcomes-Spring 2019:**
Tasha Edmonds discussed the scoring and changes with the child data for Teaching Strategies Gold.

**EHS Nutrition Report:**
Tasha Edmonds reviewed the nutrition report for EHS; she discussed the benefits of the findings in the report on the meals and snacks served at socialization time.
OHS Communication:
Tausha Edmonds gave a verbal update on potential new legislation and funding for Early Head Start and Head Start programs.

EHS Coordinator Position:
Tausha Edmonds shared the recommendation to hire Stephanie Stevens for the new EHS Coordinator.

Bertine Bahige made a motion to approve the recommendation to hire Stephanie Stevens as the new EHS Coordinator as submitted. Vicki Gilmour seconded. With a unanimous vote, the motion carried.

BUDGET:
2019-2020 Budget:
Trena Bauder reviewed the letter from the Commissioners regarding the provisional approval of the 2019-2020 Budget. Trena Bauder informed the Board of the proposed cuts that were identified in the letter and which cost center and line items were going to be changing.

OTHER NEW BUSINESS:
Social Media Policy:
Tausha Edmonds and Melissa Kline discussed the Social Media Policy. The benefits of adopting this policy were discussed and what the progress looks like moving forward.

Bertine Bahige made a motion to approve the Social Media Policy as submitted. Vicki Gilmour seconded. With a unanimous vote, the motion carried.

DIRECTOR’S REPORT:
The written Director’s report was reviewed by the Board submitted by Bob Tranas.

Treasurer’s Report:
February Financial Report:
Trena Bauder and Tausha Edmonds presented the May 2019 Financial Summary.

Vicki Gilmour made a motion to accept the 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 April statistical reports were reviewed.

NEXT MEETING DATE:
The next scheduled meeting for the Children’s Developmental Services of Campbell County Board of Directors is June 26, 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