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### **RUCD Mission Statement**

**To create an environment of opportunities where  
Head Start & Early Head Start children and  
families are empowered to change their lives.**

#### **Policy Council Members in Attendance:**

Amanda Carr, Sarah Haslam, Ashley Larsen, Diane Harris, Jeannie Prowse

#### **Staff Members in Attendance:**

Keri Allred, Julie Justice, Lauren Aquilino, Shanel Gray, Misty Valdez, Stefanie Moore

#### **Welcome:**

Amanda Carr welcomed everyone to the August 24th, 2022, Policy Council Meeting.

#### **Quorum Declaration:**

Amanda Carr declared a quorum with five (5) members in attendance.

#### **Conflict Declaration**

No conflict was declared.

#### **Agenda:**

Amanda Carr called for a motion to approve the agenda. Diane Harris made a motion to approve the agenda. Sarah Haslam seconded the motion. All approved, motion carried

#### **Minutes:**

Misty Valdez shared the June 15th, 2022, Policy Council minutes in the meeting invitation as read-ahead material. Amanda Carr called for a motion to approve the June 15th, 2022 minutes. Diane Harris made a motion to approve the minutes. Sarah Haslam seconded the motion. All approved, motion carried.

#### **Agenda Items:**

##### **Monthly Reports**

Misty Valdez shared the monthly reports in the meeting invitation as read-ahead material. The floor was opened for any questions or comments. There were no questions or comments. Amanda Carr called for a motion to approve the July monthly reports. Ashley Larsen made a motion to approve the monthly reports. Diane Harris seconded the motion. All approved, motion carried.

### **Monthly Newsletter**

Lauren Aquilino shared the proposed monthly newsletters for staff to use to share information with families. Amanda Carr asked if all the centers would have newsletters. Lauren explained that all sites would have newsletters. Lauren also explained that staff will have the option to share the newsletters digitally or printed and that there would also be a Spanish translation version. Amanda Carr called for a motion to approve the monthly newsletter templates. Sarah Haslam made a motion to approve. Diane Harris seconded the motion. All approved, motion carried.

### **Opportunity & Interest Questionnaire**

Lauren Aquilino explained that the Opportunity & Interest Questionnaire had been shared in the June Policy Council meeting but had not been approved by the council. Julie asked for feedback from parents on how the registration and questionnaire process has been going for families this summer. Amanda Carr shared that the registration process opened the door for staff and families to discuss anything. Diane Harris shared that the registration process was smooth but seemed longer and questions were repetitive this year. Julie clarified that RUCD wanted to shorten the in-person registration by gathering more information through the online registration. Amanda Carr called for a motion to approve the Opportunity & Interest Questionnaire. Sarah Haslam made a motion to approve. Diane Harris seconded the motion. All approved, motion carried.

### **RUCD Brand Marketing Playbook**

Julie Justice wanted to share the marketing material results that were created from the customer insight surveys that parents participated in. Julie explained that the playbook offers language that will be used on recruitment flyers, the website, and communication for staff with community partners. Julie read the brand narrative to the council and asked for feedback. Amanda Carr shared that the playbook was not included in the meeting drive. Julie asked the Policy Council how they would like the marketing playbook shared with them. The council asked that it be emailed to them. The vote will be put on hold until the policy council has time to review the marketing materials.

### **Grant Approval with all supporting documents, self-assessment, annual report, improvement plan, T/TA plan**

Keri Allred explained the continuation grant process and cycle. Based on community assessments and monthly reports, Keri shared that the Carbon County Early Head Start program has been under-enrolled since September 2020. The enrollment numbers did not support replacing the family educator that did not return after maternity leave. Keri shared a proposal for the transfer of ten Early Head Start home-based slots to other sites; four of the slots would go to Moab and would be combined with a childcare partnership. Keri shared that there is a new non-profit childcare that has opened in Moab to offer childcare to children under three years old. The partnership would involve giving the funds allocated to hire a Carbon County family educator to the business as a cost per child per month. The partnership program will have to follow Early Head Start center-based standards. The staff at the non-profit childcare center would be required to participate in Head Start training and follow RUCD guidelines for children's screenings. Keri shared the other proposed change, which is moving towards becoming a licensed childcare. This would allow RUCD to receive childcare subsidies and raise the pay rates for the teachers. Keri paused for questions and comments. Amanda asked what would happen with the remaining Early Head Start slots. Keri explained that two of the slots would be moved to the Uintah Early Head Start site, and the remaining four slots would stay at the Carbon County site. Amanda Carr also asked what steps would be taken to accept the

childcare subsidy from the state. Keri explained that RUCD is license exempt because RUCD doesn't accept payments or require payments from parents. Amanda asked if it would change anything for families enrolled now. Keri further explained that RUCD would still not require payments, only accept the subsidy. Ashley asked if the steps to become licensed would put extra work on the staff and risk losing staff. Keri explained that the Office of Head Start has stricter guidelines than the Office of Licensing, so there won't be too much extra work on staff. The program is also offering bonuses for centers that are licensed by March 1st. Amanda Carr called for a motion regarding the discussed grant approval. Diane Harris moved to approve the discussed grant approval. Jeannie Prowse seconded the motion. All approved, motion carried.

Before the meeting adjourned, Lauren Aquilino introduced Stefanie Moore, the Carbon County Center family service worker.

Amanda Carr asked about the progress of a different in-kind app that was discussed earlier in the year. Lauren explained that high-priority projects have come up, but she is still wanting to conduct a pilot with the Policy Council for a new app. Julie also explained that RUCD is working on revisions to the In-Kind Pro app based on the feedback from the Policy Council and staff.

Amanda Carr called for a motion to adjourn the meeting. Jeanie Prowse made a motion to adjourn the August 24th, 2022, Policy Council meeting. Diane Harris seconded the motion. All approved, motion carried.

The next meeting is scheduled for September 21st, 2022, at 11:00 am.