

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** April 17, 2019  
**PC Business Meeting:** 11:00 a.m. – 1:30 p.m.  
**Place:** Administration Office Belle Fourche, SD

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**Roll Call:** Ashley Flynn, Nicole Harvey, Bridget Keller, Katie Fox, Emily Storm, Jessica Carr

**Others attending:** Marcus Bevier, Amanda Schwend, Wanda Dunn, Dolly Hull, Megan Larson

**Quorum Established?** Yes

**Additions to the Agenda:**

**Training:** None

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**Seating the New Policy Council Members** - None

## **Past Minutes:**

**March, 2019 Minutes: Review and Adoption**

*Motion to approve March 2019 Minutes as presented*

*Motion made by: Bridget Keller*

*Second by: Nicole Harvey*

*Motion carried*

## **Old Business:**

**TREC Board of Directors Meeting Minutes – March, 2019**

- Similar to a Policy Council meeting
- Standard business was discussed

**Leadership Team Meeting Minutes –March, 2019**

- Discussed preparation for self-assessment, building purchase updates, trainings, social calendars, and in-kind
- Email went out to direct services staff as a reminder to turn in in-kind

**Maintenance & Improvements Projects Update – Belle Center Purchase**

- Application is still at the Office of Grants Management, waiting on release of funds. Dolly is following up at Regional
- Need to sit down with the owner and hammer out a purchase agreement. The façade needs to be fixed so we intend to negotiate the price down and fix it ourselves

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## New Business:

### **Community Assessment:**

- Used for planning purposes
- HS requires a new assessment every five years with periodic updates, this is the final year of updates
- Communities we serve tend to be stable. Population, industrial and economic change is low from year to year
- There was incremental growth though not much
- Service triangle is about 14,000 square miles. About six hours between Lemmon and Pine Ridge.
- There are about 35,000 people in whole service area which equates to about 2.5 people per square mile.
- The bulk of our service areas are made up of mostly white Anglo-Saxons, with the exception of Oglala Lakota and Bennett Counties, which are mostly Native American
- Home based programs receive primarily the same materials and education but OLB may have culture specific materials and trainings.
- Community growth was estimated from 2017-2018 figures
  - Butte, Corson, and Harding County have declined slightly
  - The five year trend sees no change in Butte County, slight decreases in Perkins and Harding Counties, and increases in Bennett, Corson, and Oglala Lakota Counties. Oglala Lakota has the highest increase at 5.7%. This increase is due to birth rates, not due to any significant economic changes that would attract new residents
- Employment numbers are stable. Services areas are predominantly agriculture communities. Oglala Lakota and Bennet are primarily working in education, health, and social services
- New performance standards want us to have a good idea how and when our families are working, to better tailor services
  - Of 82 Respondents, 59 families are employed
  - Frequent traveling is not a requirement for most of these occupations
  - The most common schedules are a regular Monday through Friday or variable schedule based
  - Typical work hours are variable or shift work rather than the typical 9-5
- Local school schedules primarily follow a modified 4 day week. Center based options follow the school schedule
- The estimated population of children eligible for services was determined using a holistic approach.
  - The traditional poverty indicator was used in conjunction with the number of children receiving SNAP, TANF, and Medicaid.
  - This year we also looked at the number of children eligible for free and reduced lunch. The S on the table under Corson and Oglala Lakota Counties means that over 90% of children are on a free or reduced lunch plan.
- Family dynamics based on PIR for 2018 showed 39% of families being single parent, this changed less than 1%
- The majority have a high school diploma or GED. For those who do not, we consider how to get them the resources they need to succeed
- Foster care and homelessness are difficult to get data on as DSS employs a regional model, so we have to estimate how many of their cases are in our service areas and reports on homelessness are voluntary
- Other child care and preschool options are limited in our service areas and South Dakota does not have quality rating improvement system to grade child care quality

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- Head Start mandates that 10% of children served have to have a disability, speech is the disability seen most often in our program
- Teaching Strategies GOLD is used for ongoing assessment of educational activities. Growth has been seen in all areas. Social Emotional needs have been a big challenge over the past years, which our Second Step curriculum helps us address
- 3<sup>rd</sup> grade accountability results are used for proficiency comparison against our TS GOLD assessment
- In regards to nutrition, obesity has changed little since 2014. Most of our children are at healthy weight based on BMI which gives a good picture but doesn't take into account genetics, bone density and other variables. BMI results give us an idea of how to plan for training and nutrition.
- Dental screenings are being completed. This year's self-assessment revealed the need to continue working on this area
- The majority of Pre-natal services start in the 1<sup>st</sup> and 2<sup>nd</sup> trimester. About half of our expectant mothers are designated as medically high risk
- All of our areas are medically underserved, to include dental and mental health, except Belle Fourche.
- TREC-BHS relies heavily on social service agencies to help our families get a step ahead
- Family community partnerships are very important to keep our families safe and healthy
- The information provided by the community assessment is used to chart a path forward. Two of the primary actions to be taken based on this assessment are to assess our effectiveness on the Pine Ridge Indian Reservation and determine if we are the most appropriate organization to provide the services they need. Also, to keep an eye on enrollment numbers in Bison and determine if a center based program is the best option for the area or if a home based program would be more appropriate

## *Motion to approve the Community Assessment as presented*

*Motion made by: Nicole Harvey*

*Second by: Katie Fox*

*Motion carried*

## **Financial Summary Report: March 31<sup>st</sup>, 2019**

- Head Start –about 63% of budget spent. There is no equipment on the Head Start side. Training and TA had a (\$77.00) due to a reimbursement
- Early Head Start – about 50% of budget spent
- Admin—Admin costs consist of overhead costs such as salaries and benefits, copy services, contractual services, and supplies. Looking good so far at 52% of admin budget spent
- In-kind – HS is at about 80% of its target at the end of March which is lower than previous years. HS has brought in about \$150,000 but needs to reach about \$230,000. Ashley brought up that a lot of parents are unsure as to how many activities they should be doing on a daily basis given the numerous activities that can be counted on the in-kind sheets. She suggested that more training be given to parents on how in-kind works so they have a better idea of how it is used. Over the summer a crosswalk will be developed between the in-kind activity sheet and the resource binders that all direct services staff have access to, to better facilitate understanding and to provide ideas for activities that can be done to satisfy each of the areas covered by in-kind. EHS is ahead of target, having reached 115% of their total goal. 93% of the program goal has been reached

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*Motion to approve the Financial Summary Report as presented*

*Motion made by: Nicole Harvey*

*Second by: Bridget Keller*

*Motion carried*

## **Full Credit Card Reports, Cash Flow Projections, Bank Statements, CANS Report, Shopko & Sam's Club, USDA Savings Acct.**

- EHS is considerably under budget due to the lack of a home visitor in Harding County
- HS is about \$8,500 under but this is not currently accurate due to the need to extend center hours to make up snow days, a more accurate number would be around \$3,600. Closing on the Belle Fourche Center may increase this when the lack of rent frees up \$13,000 for the whole program

*Motion to approve the credit card reports, Cash Flow Projections, bank statements, CANS Report, USDA Savings etc. as presented*

*Motion made by: Nicole Harvey*

*Second by: Jessica Carr*

*Motion carried*

## **Summary of Operations Report: March 31<sup>st</sup>, 2019**

- Fully enrolled as of March 31<sup>st</sup> in both HS and EHS
- Expecting to be full in April as well
- HS has had 18 drops, most of which are due to families moving
- EHS has had 15 drops
- Waitlists are primarily over income
- FCP paperwork is coming in well
- Socials were low due to poor weather and multiple cancellations but are still on track for the year
- Trainings are being completed and have gone over the target for EHS
- Home visit completion for HS is around 70% total, 57% for the month due to weather related issues and a week out for PAT training for two of the home visitors
- EHS also had multiple home visitors out for a week for PAT training and is still missing a home visitor in Harding County
- Observations are doing well and the numbers will increase as many observations are scheduled for April
- Attendance is doing well despite the weather and rash of illness
- TS GOLD spring will be wrapping up shortly, we are looking forward to seeing more growth on the aggregation
- All referrals for disabilities are waiting on outside action
- Health stats are looking good, particularly in respect to current immunes. Current physicals, dentals and follow-up treatments need to be worked on
- EHS hearing and visions will go up to 100%, once Misty screens the new enrollees
- Lead blood tests need to be worked on, providers in some areas are unwilling to do these because our service areas tend to be in low risk areas
- Immunes past due are a little higher in EHS than HS because there are so many more well-child checks and they are easy to miss due to the frequency of them

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## ***Motion to approve Summary of Operations Report***

*Motion made by: Bridget Keller*

*Second by: Katie Fox*

*Motion carried*

## **SF 425**

- These documents indicate cash in and cash out, they should zero. They also indicate how much we are authorized federally, our non-federal share, and our unobligated balance

## ***Motion to approve SF 425 Report***

*Motion made by: Katie Fox*

*Second by: Nicole Harvey*

*Motion carried*

## **Parent Activities**

- Butte E: Dress up etiquette party at American West, lunch on June 21<sup>st</sup> at 4pm. Group discount will be determined. As of now it is about \$5 per person and will be within the budget. We will finalize in May
- Lemmon Center: Will take place during the May social. Funds are being used for pizza, ice cream, and fly swatters

## ***Motion to approve Lemmon Parent Activity***

*Motion made by: Bridget Keller*

*Second by: Katie Fox*

*Motion carried*

- Butte C: Bowling in Spearfish on May 6th, CANS approved sack lunch that will be eaten in the park weather permitting. Want to use \$50 for an ice cream cake

## ***Motion to approve Butte C Parent Activity***

*Motion made by: Nicole Harvey*

*Second by: Bridgett Keller*

*Motion carried*

- Harding County: Dino Dig, hiding dinosaurs in the sandbox for kids to excavate. Funds will be allocated to the purchase of dinosaurs, books for the center, and food for a picnic lunch.

## ***Motion to approve Harding County Parent Activity***

*Motion made by: Bridget Keller*

*Second by: Katie Fox*

*Motion carried*

- Butte 1, D: Shrine Circus, will pay for one parent per enrolled child and will cost about \$90 if everyone attends. Kids under 12 are free. Pizza from Pizza Hut will be lunch

## ***Motion to approve Butte 1, D Parent Activity***

*Motion made by: Jessica Carr*

*Second by: Bridget Keller*

*Motion carried*

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## **Spring CLASS Score**

- CLASS scores are comparable to national averages
- Doing really well in the area of instructional support

## **Self-Assessment**

- This year's assessment had few contributors. It is important for staff, parents, and Board members to attend the assessment to get the most out of it
- The assessment went well, identifying a few key areas to work on. These areas will be supplemented with social media and videos from community partners posted on our web site to educate our families on the importance of immunizations, well child checks, and over all oral health.
- A crosswalk between our in-kind sheets and the resource binders, available to direct services staff, will be created to help educate families on focal areas and also provide activity ideas

## **Staff-Wellness- T/TA Wellness Cohort**

- A letter was developed and will be distributed to staff shortly to gauge interested and garner ideas on how to pursue staff wellness without the availability of funds for the purpose

## **Hiring in Process: HC EHS HV**

- A lady from Reva contacted us about a position at Bison Center. We are hoping she may be interested in the home visitor position instead

*Motion to adjourn meeting at 1:15 pm*

*Motion made by: Nicole Harvey*

*Second by: Bridget Keller*

*Motion carried*

*Next PC meeting date is scheduled for May 15<sup>th</sup>, 2019 at 11:00 am*