

**Badlands Head Start: Prenatal to Five
Policy Council Minutes**

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

Roll Call: Ashley Flynn, Bridget Keller, Travis Maier, Jessica Carr, Emily Storm

Others attending: Marcus Bevier, Misty Wilbur

Quorum Established? Yes

Additions to the Agenda:

Training: None

Seating the New Policy Council Members - None

Past Minutes:

June, 2019 Minutes: Review and Adoption

*Motion to approve June 2019 Minutes as presented
Motion made by: Travis Maier
Second by: Bridget Keller
Motion carried*

Old Business:

TREC Board of Directors Meeting Minutes – June, 2019

- No Meeting

Leadership Team Meeting Minutes –June, 2019

- No questions, comments or concerns

HSAC Minutes

- No questions, comments or concerns

Maintenance & Improvements Projects Update – Belle Center Purchase

- Belle Fourche Center Purchase has been approved. Purchase price was less than valued leaving funds to cover closing costs and some renovations
- Marcus spoke with Superintendent Bucks about the new Lemmon School and was presented with a possible draft of the new building. Bucks expressed an interest in incorporating Head Start into the school if our current building needed to be moved. Due to Sewer issues, the new building may need to be built where our current site is. Marcus voiced concerns regarding Head Start Regulations.

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New Business:

Financial Summary Report: June 30th, 2019

- Head Start –about 88% of budget has been spent
- Early Head Start – 73% of EHS budget spent
- Admin—Admin costs are on track
- In-kind – Melissa has been working on creating a crosswalk to help increase in-kind contributions. HS finished the year under target, bringing in just over \$200,000. EHS is at about 125% of target.

Motion to approve the Financial Summary Report as presented

Motion made by: Jessica Carr

Second by: Emily Storm

Motion carried

Full Credit Card Reports, Cash Flow Projections, Bank Statements, CANS Report, Walmart & Sam's Club

- Most of the remaining available budget will be used for Belle Center projects

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

Motion made by: Jessica Carr

Second by: Emily Storm

Motion carried

Summary of Operations Report: June 30th, 2019

- Fully enrolled in June and anticipating full enrollment for July also. Drops have been low. Waitlist numbers are increase but does contain over income individuals
- Family Community Partnership paperwork is coming in well
- Socials are on track
- Home Visit Completion rates are at 86% for the month and 81% for the year
- 28/31 ASQs have been completed, 45 day requirements are at 100%, 17% are on IFSP
- Health stats are looking good. Well Child Checks are coming in. Still working on 24 month leads and dentals being completed

Motion to approve Summary of Operations Report

Motion made by: Travis Maier

Second by: Emily Storm

Motion carried

Fiscal Audit Report

- Tabled until next month to ensure Policy Council has ample time to review

Motion to approve Fiscal Audit Report

Motion made by: Jessica Carr

Second by: Emily Storm

Motion carried

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SF 425 Quarterly

- 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 Quarterly

Motion made by: Jessica Carr

Second by: Emily Storm

Motion carried

Spring Aggregation

- Large gains were seen in the areas of literacy and mathematics this year
- Social/emotional was a struggle area but saw large jumps by the end of the year
- It is very important to celebrate these gains. Parents and staff are working closely with our children to complete this

Motion to approve Spring Aggregation Report

Motion made by: Emily Storm

Second by: Travis Maier

Motion carried

Staff-Wellness- T/TA Wellness Cohort

- On August 5th, the Wellness Team will be giving a presentation to the Cohort. The presentation will include a review of our program, discussion on the survey we used, and discussion on the email courses that have been created
- Email mini-courses range from 4 to 8 weeks. These courses will be complete by the fall, for distribution to interested staff
- Staff will be able to choose one course at a time and must complete the course before selecting another one

Resignations and Terminations: Beverly Smith, EHS Fiscal; Tracy Karels, Lemmon Nutrition

Motion to approve the resignation of Beverly Smith

Motion made by: Travis Maier

Second by: Jessica Carr

Motion carried

Motion to approve the resignation of Tracy Karels

Motion made by: Emily Storm

Second by: Travis Maier

Motion carried

Hiring in Process: HC EHS HV, EHS Fiscal, Lemmon Nutrition

- HC HV and Lemmon Nutrition are being advertised
- EHS Fiscal is undergoing restructuring and will be advertised after discussion with the TREC Board

Motion to adjourn meeting at 12:05 pm

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Motion made by: Travis Maier

Second by: Emily Storm

Motion carried

*Next PC meeting date is scheduled for **August 28th, 2019 at 11:00 am***