

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: August 28, 2019
PC Business Meeting: 11:00 a.m. – 1:30 p.m.
Place: Administration Office Belle Fourche, SD

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

Others attending: Marcus Bevier, Amanda Schwend, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda:

Training: None

Seating the New Policy Council Members - None

Past Minutes:

July, 2019 Minutes: Review and Adoption

Motion to approve July 2019 Minutes as presented

Motion made by: Jessica Carr

Second by: Travis Maier

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – July, 2019

- General meeting with the addition of a discussion on how best to reorganize after the resignation of Beverly Smith

Leadership Team Meeting Minutes – July, 2019

- Finalized Pre-service details, discussed wellness committee topics
- Discussed recruitment and getting ready for the new year

Maintenance & Improvements Projects Update – Belle Center Purchase

- Belle Fourche Center purchase was closed on August 12
- All needed paperwork has been filed with the appropriate authorities and was submitted to Region 8 on August 19
- Received notice of Federal Interest to be put on file from the attorney on August 27
- The west side of the building has been re-faced to prevent more water entry during precipitation. The north side has been approved for re-facing as well. Those windows will be replaced to help with climate control
- All sites have received some outdoor updates which may include musical flowers, seesaws, saddle spinners, playhouses, or storage sheds

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- Sand is needed to fill the sand box at the Belle Fourche center. A call has been put in and we are waiting on a call back
- After inspection, it has been determined that the heating and condensing units on the Belle Fourche center can stop working at any time. To get ahead of the situation, requests were sent out for estimated costs. After review of uniform guidance, it was determined a carryover request may be necessary

New Business:

Financial Summary Report: July 31th, 2019

- Head Start –Due to HS personnel being off during the summer, personnel and benefits is down. Training and Other are high due to the purchase of several sets of airline tickets, conference registrations and hotel bookings. Supplies and contractual are low this year in part due to our Coaching contract not expending the full amount allotted. There is 8 % of the budget left
- Early Head Start – Personnel and Benefits has remained the same as EHS employees work the full year. An interview for the Harding County HV was conducted on August 27. The interview went well, the candidate is qualified and comes with staff recommendation. A total of 87% of the budget has been expended. Expenditures will go out next month. Dorothy is working on an updated projection
- Admin—87% of the Administrative budget has been expended
- In-kind – Head Start brought in \$25 for the month of July. As HS is not in session during the summer, this value is achieved through Policy Council and TREC Board participation. EHS brought in \$27,000 for July. The 25% contribution has been satisfied. Over the summer, Melissa spent time building a crosswalk between the parent in-kind forms, curricular standards and available resources. These crosswalks were built to make in-kind easier on busy parents while also ensuring that the activities being performed are allowable. The crosswalks were discussed and distributed at pre-service. Policy Council members will be a great help in spreading the word on the crosswalks

Motion to approve the Financial Summary Report as presented

Motion made by: Jessica Carr

Second by: Travis Maier

Motion carried

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

- No comments
- No questions

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

Motion made by: Jessica Carr

Second by: Travis Maier

Motion carried

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Summary of Operations Report: July 31th, 2019

- Enrollment: HS is not in session so this report is solely EHS
- Full enrollment for July
- Homeless percentage is at about 20%, most of this is income based and consists of families doubling up or living with extended families. 6 families have received housing this year
- 3 drops for the month of July and 3 enrollments. Drops are relatively low, only 20 year to date
- Family Community Partnership paperwork is coming in well, generally the only missing ones are new enrollments
- Socials are nearly fully fulfilled, trainings are going well
- Home visit rate, excluding Harding County, is at 82% for the year
- The hiring of a HV in Harding County will allow us to recruit more heavily in that region
- Social and home visit observations are on track
- 100% on 45 and 90 day requirements
- 11 families have Individual Family Service Plans, putting us well over the 10% inclusion rate
- Health stats are good
- Well-child checks are in flux. There are a lot of well child checks to be done in EHS and it is easy to miss a check, particularly if a family has multiple children
- Dentals are a little low. Follow up treatment isn't bad despite nearly 10% still needing it, of the 3 needing follow up treatment, 2 have already been seen

Motion to approve Summary of Operations Report

Motion made by: Travis Maier

Second by: Jessica Carr

Motion carried

Budget Revision Request: SF 424

- TREC Board and Policy Council has already approved a \$21,500 expenditure for the furnace and condensing unit after it was determined that the current equipment can fail at any time
- Originally it was thought that the expenditure would qualify as an emergency procedure under the Uniform Guidance but after further examination and communication with Dolly Hull for prior written approval, Dolly Suggested filling out a carryover request to follow the appropriate channels
- Communication was received from Marilyn Carlino, the Regional Fiscal Specialist who suggested submitting a budget revision instead. This revision is due by August 31st
- The already written carryover request was updated to be a budget revision request, complete with justifications, what line items will be making up the revision and why those ones were used, as well as an expression of the urgency of the request. Funds may not be available next year for this purpose so it would be more beneficial to do it now, when the funds are available

Motion to approve Budget Revision Request SF 424

Motion made by: Jessica Carr

Second by: Travis Maier

Motion carried

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Resignations: Naomi Lermon, Patricia Cuny, Jennifer Opbroek

- Naomi Lermon is moving to Minnesota and therefore, will not be able to work with us. Her position has already been taken over by Michaela Hallam
- Patricia Cuny took a job at the Oglala Lakota College
- Jennifer Opbroek is going back to school

Motion to approve the resignations of Naomi Lermon, Patricia Cuny, and Jennifer Opbroek

Motion made by: Jessica Carr

Second by: Travis Maier

Motion carried

Approval of Danielle Dunn as Classroom Support Assistant

- Danielle has been working with us for over a year as a substitute teacher and nutrition support
- She has experience in both early childhood and elder care
- Her interview is not until this afternoon at 3pm, however she has been interviewed before, all of the necessary paperwork for hiring is already on file
- She is good with kids and families and expresses a lot of excitement for this new position

Motion to approve Danielle Dunn as Classroom Support Assistant

Motion made by: Travis Maier

Second by: Jessica Carr

Motion carried

Staff-Wellness- T/TA Wellness Cohort

- A presentation was given to the Wellness Cohort on August 5th. It was well received
- The overall direction of our staff wellness plan has been clearly laid out and we are excited to begin distributing the materials that have been created over the last few months
- The welcome email will be sent out this afternoon
- While voluntary, we hope that staff will take part in this

Copier Bids

- Copier bids are already approved through the budget process. In the interest of transparency, we received bids from three companies, A&B Business Products, Century Business Products and Marco Inc. The request was submitted based on our current environment
- A&B Business Products is offering copiers of a decent quality but the monthly service agreement escalates over the years, which is normal, however, monthly overages would be costly and their overage charge is considerably more than the other companies'
- Century Business Products did not seem to understand exactly what was being looked for and did not include a total number of copies per month. Over the 5 year period Century Business Products would offer a price of about \$37,000 for the lowest end service or \$41,000 for the highest services

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- Marco Inc. has locked overage charges at a 5 year rate and will be reducing the monthly rate that we are currently paying. Marco Inc. is offering a \$2,000 rebate, bringing the 5 year total to \$38,000. Marco, Inc. is the logical choice based on price but also on previous experience. Service calls are generally resolved within a day and supply requests in three or less

Hiring in Process: HC EHS HV, Lemmon Nutrition, Belle Fourche Center 1 Asst. Teacher

- An interview for the HC HV was conducted and is in the second phase
- An interview for Lemmon Nutrition was conducted and is in the second phase, we are waiting on background checks
- Interviews will be conducted tomorrow, August 29th, for the Belle Fourche Center 1 Assistant Teacher position. These interviews will also indicate the option of a home visitor sub position

Motion to adjourn meeting at 12:05 pm

Motion made by: Travis Maier

Second by: Jessica Carr

Motion carried

Next PC meeting date is scheduled for September 25th, 2019 at 11:00 am