

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** September 18, 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, Georgia Amiotte

**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:**

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

*Motion to approve August 2019 Minutes as presented*

*Motion made by: Jessica Carr*

*Second by: Georgia Amiotte*

*Motion carried*

**Old Business:**

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

- No Questions, No comments

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

- No Questions, No Comments

**Maintenance & Improvements Projects Update –**

- The north side of the Belle Fourche Center will be redone shortly
- Approval of the expenditure for the heating and cooling units has been approved by Board and Policy Council. A Budget revision was submitted to the regional office as well
- The parking lot is slated to be repaved. The approach has already been finished
- A radon mitigation system will be installed by Blackburn Basements using \$2,500 from funds left over from the 1303 application specifically for remediation of issues indicated in the application. This will include installing a fire alarm system and ensuring the center is ADA compliant
- Most sites have received new equipment this summer, with the exception of Lemmon as the future of that site is currently being discussed
- The Lemmon site will need to be relocated due in part to the eventual construction of the new Lemmon School and the building is coming close to the end of its useful life

# Badlands Head Start: Prenatal to Five Policy Council Minutes

- We have spoken with the nursing home about a place and they have room. The Lemmon School has offered to give us space. Either way we need to consider all of our options, particularly pertaining to playground room and stability for the future
- The bond issue for the new Lemmon School was written in very specific language without regard to public works. Due to this, the building will have to be built exactly where the bond specifies despite doing so will require an expenditure of 5% of the total budget allotted to build underground culverts for water diversion. Retention ponds would also need to be built however, retention ponds would increase risk for the school. The other option would be to reissue the bond. The school does not want to do this as they are afraid it would not pass a second time
- During the installation of playground equipment this summer we became aware of Use Tax. Use Tax is incurred by the contractor when materials that are permanently installed (bolted down) are provided by tax exempt entities. Use Tax is a certain percentage of tax based on the original cost of the product. We are in no way liable for use tax incurred, though we will from now on, make sure that contractors we work with are aware of use tax prior to contracting their services.

## **New Business:**

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

- Head Start –96% of the budget is spent, the rest is obligated
- Early Head Start – About 90% of the budget has been spent. Remaining bills are still coming in and will be paid
- Total—94% of the total budget has been spent, the final 6 % is obligated. Several major projects are coming up that will spend any remaining funds
- Admin—95% on each side spent. The last checks have been distributed
- In-kind – HS finished the year at 86% of its goal with \$206,475. EHS finished at 133% of its goal with \$260,998. Total the contribution was \$467,473, approximately 7% above the expected contribution

#### ***Motion to approve the Financial Summary Report as presented***

*Motion made by: Georgia Amiotte*

*Second by: Jessica Carr*

*Motion carried*

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

- No Questions, No Comments

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

*Motion made by: Travis Maier*

*Second by: Jessica Carr*

*Motion carried*

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

- Enrollment: HS is not in session so this report is solely EHS

# Badlands Head Start: Prenatal to Five Policy Council Minutes

- Full enrollment for August. It is not likely that September will have full enrollment, which is normal. Caseloads are high for current home visitors and new home visitors have not yet been hired
- 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
- Drops were relatively low, rounding out the year at 20
- Family Community Partnership paperwork is coming in well, generally the only missing ones are new enrollments
- Socials are nearly fulfilled. Attendance is a little low at socials. Strategies to improve social attendance are being discussed and implemented
- Home visit rate ended the year at 86%
- 100% on 45 and 90 day requirements
- 11 families have Individual Family Service Plans, putting us well over the 10% inclusion rate. The inclusion rate for next year is already satisfied
- 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: Georgia Amiotte*

*Second by: Jessica Carr*

*Motion carried*

## **PIR**

- Head Start
  - HS enrollment federally funded 103
  - 57 part day enrollment, 46 home based
  - 68 3 year olds, 51 4 year olds
  - 54 income eligible, 1 public assistance, 2 foster children, 30 homeless status, 22 over income, 10 over income exceeding the allowed amount of over income utilizing provisions in the gravel amendment to serve over income children in extremely rural areas
  - 30 children are in their second HS year, 5 are in their third HS year
- Early Head Start
  - EHS enrollment federally funded 64 all home based option
  - 10 Pregnant women, 32 children under 1 year old, 30 children between 1 and 2 years old, 20 children between 2 and 3 years old
  - 49 income eligible, 2 public assistance, 4 foster children, 18 homeless status, 10 over income, 9 over income exceeding the allowed amount of over income, utilizing an application point system to ensure that families with the most need are served prior to those deemed over income
  - 24 children are in their second EHS year, 21 have been enrolled for 3 or more years
  - Of the 8 women receiving EHS services at the time of the birth of their infant, 8 enrolled their infant after birth

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

- Only one child did not have health insurance at the end of the year
- Of the 10 prenatal mothers: 10 received prenatal health care, 7 received postpartum health care, 1 received mental health intervention and follow-up, 10 received substance abuse prevention, 10 received prenatal education on fetal development and 10 received information on the benefits of breast feeding
- 3 pregnant women were enrolled in the first trimester, 4 in the second trimester and 3 in the third trimester
- Of the total number served, 8 of the pregnancies were deemed medically high risk
- Demographics: Mostly white English speaking in both HS and EHS
- The reports also discuss record keeping, information management systems, staff data to include type of staff and qualifications and health services

### ***Motion to approve PIR***

*Motion made by: Jessica Carr*

*Second by: Travis Maier*

*Motion carried*

### **Approval of Dorothy Rennich as Lemmon Nutrition Support**

- Dorothy's interview went well
- Her direct supervisor with Meals on Wheels indicated that she is always punctual and hard working
- We are looking for someone who likes children and is willing to participate in the day to day of the classroom. Dorothy's interview and references left us believing she would be a good fit

### ***Motion to approve Dorothy Rennich as Lemmon Nutrition Support***

*Motion made by: Georgia Amiotte*

*Second by: Jessica Carr*

*Motion carried*

### **Approval of Tricia Forsythe as Harding County Early Head Start Home Visitor**

- Tricia has a lot of energy and a background in education
- She has taught in class and performed duties similar to that of a home visitor as well
- References were good. Tricia is on time and brings a lot of enthusiasm to her job. She was voted the best summer reading program volunteer
- Based on the interview and reference checks, she will do well as a home visitor

### ***Motion to approve Tricia Forsythe as Harding County Early Head Start Home Visitor***

*Motion made by: Georgia Amiotte*

*Second by: Travis Maier*

*Motion carried*

### **Approval of Luz Flockhart as Belle Fourche Center 1 Assistant Teacher**

- Luz had a good interview, she is a fun person who is well in line with our vision

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

- She has extensive child care experience and has taken enough courses to put her well on her way to a CDA
- She was a lead teacher for a few years in a daycare-preschool setting
- Children are her passion
- She will do well in Michaela's classroom

### ***Motion to approve Danielle Dunn as Classroom Support Assistant***

*Motion made by: Georgia Amiotte*

*Second by: Jessica Carr*

*Motion carried*

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

- We did our presentation to the cohort in August. We received good feedback from presentation and think we are on the right track for staff wellness. The Cohort has been an excellent prompt to action
- Email courses were created that we hope people feel are interesting and helpful topics. Courses were released in late august before school started
- Despite the beginning of the year being busy, 8 people have already signed up
- Early feedback suggests people like when activities that allow them to interact with the materials are included
- Currently we are excitedly anticipating feedback as the first round of courses is coming to a quick close
- Feedback will help with the next step: determining what people like or don't like, what they would like to see more of and possible new topics

### **Hiring in Process: Receptionist and OLB Home Visitor**

- There have been a lot of calls for both positions with very little follow through
- One application for the reception position was received on September 17<sup>th</sup>
- One application for the OLB home visitor position has been submitted by a former employee. It is not likely that there will be an interview
- Both positions will continue to be posted on the labor department website and Facebook until filled

### **October Meeting**

- The October meeting will be on October 23<sup>rd</sup> at 12:30 pm at First Interstate Bank. This will be the Policy Council Meeting where we will need to seat the new representatives. Orientation will begin at 9:00am for first time members or those that have had multiple years between service on the Policy Council

### ***Motion to adjourn meeting at 12:01 pm***

*Motion made by: Travis Maier*

*Second by: Jessica Carr*

*Motion carried*

***Next PC meeting date is scheduled for October 23<sup>rd</sup>, 2019 at 12:30 pm***