

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: October 23, 2019
PC Business Meeting: 11:00 a.m. – 1:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Ashley Flynn, Bridget Keller, Bonnie LaRocque, Katie Fox, Leslie White, Josey Bartsch, Jaelyn Jewell

Others attending: Marcus Bevier, Amanda Schwend, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda:

Training: None

Seating the New Policy Council Members – Bonnie LaRocque, Katie Fox, Josey Bartsch, Leslie White, Jaelyn Jewell

Motion to approve seating of Bonnie LaRocque, Katie Fox, Josey Bartsch, Leslie White, Jaelyn Jewell

Motion made by: Bonnie LaRocque

Second by: Katie Fox

Motion carried

Past Minutes:

September, 2019 Minutes: Review and Adoption

Motion to approve September 2019 Minutes as presented

Motion made by: Katie Fox

Second by: Bonnie LaRocque

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – September, 2019

- No Questions, No comments

Leadership Team Meeting Minutes –September, 2019

- No Questions, No Comments

Maintenance & Improvements Projects Update –

- Furnace and condensing units for the Belle Center are scheduled to arrive on 22 October, Larry will be installing them over the weekend starting on Thursday evening and may require Greg to do some electrical work
- Greg will be starting work in the bathrooms and installing pull stations for the fire alarm system
- Blackburn Basements will be installing the radon mitigation system in early November
- Sacrison Paving needs to be contacted to verify when paving will begin

Badlands Head Start: Prenatal to Five Policy Council Minutes

- The final decision has been made on where to build the new Lemmon School. The new building plan will build over our playground and right up to our door
- New playground equipment has been installed over the last few years and will need to be removed
- The nursing home will be contacted to see if they still have space available. We are aware that they are trying to fill space they have with a dental clinic
- The option of combining with the school is still open, provided an agreement that meets the needs of both parties can be met. Saydee is part of a working group with the school district, which will help us keep tabs on how everything is going. Time will need to be scheduled with Superintendent Bucks to discuss the situation
- If neither the nursing home nor the school are able to meet our needs, the old Bright Beginnings site is available. The building was formerly a registered daycare and has the appropriate playground space that is already fenced in. The lady that owns the building is running a Beauty Salon at the other end of the building and would continue to do so. Entrances are separate. The building is close to the school so there would be little disruption in the lunch routine. The concern here is that there is leakage in the building which could indicate a mold problem

New Business:

Financial Summary Report: September 30th, 2019

- Head Start – Personnel and Benefits account for the majority of expense. Other is high due to insurances that are paid at the beginning of the year. About 6 % of budget has been spent
- Early Head Start – Personnel and Benefits account for the majority of expense. Other is high due to insurances that are paid at the beginning of the year. About 5 % of budget has been spent
- Total—Just over 5% of the total budget has been spent
- Admin—Administrative expenses cannot exceed 15% of the total budget. There are stops in place to prevent this from happening. 4 % of the admin budget has been spent
- In-kind – EHS had a short month, bringing in only about two weeks’ worth of in-kind for a total of just over \$3,000. This will increase as the year goes on. HS brought in almost \$12,000 for the month. In-kind comes in slowly at the beginning of the year when families are getting used to the routine and learning how to do in-kind properly. In-kind is a very important part of our program that allow parents to contribute to the program while working with their kids. In-kind is an excellent way for families to work on skills that children have not yet mastered. During the summer Melissa put together a crosswalk between the activities listed on in-kind sheets and the resource books that each teacher and home visitor has. This crosswalk reduces some of the stress of in-kind because it offers activities that can satisfy in-kind while at the same time educating the family on how the activity is helping the child grow. Families tend to be very busy and we would like to make in-kind as easy as possible. Jaelyn suggested creating a competition between classes or clusters to help get in more in-kind. Another possibility is using in-kind “thermometers” in classrooms and social sites so that families can see how much their contributions help

Motion to approve the Financial Summary Report as presented

Motion made by: Bonnie LaRocque

Second by: Bridget Keller

Motion carried

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

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Generally these reports are not gone over in depth as there is ample time to review them prior to the meeting. If you have any questions, feel free to ask
- Cash flow projections do not usually start until November after all other projections have been done
- CANS report shows the reimbursement received from being CACFP compliant

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

Motion made by: Katie Fox

Second by: Bonnie LaRocque

Motion carried

Summary of Operations Report: September 30th, 2019

- HS Under-enrolled for the second month in a row
- HS has about 84 kids, remaining children are missing in OLB
- EHS full. HC EHS is getting into the routine and picking up families
- Family Community Partnership paperwork is coming in well
- Policy Council representatives are lacking but most clusters are represented
- Socials are 100% complete for the month with trainings being done
- HS home visit rates were at 90% for the month but this will go down next month as all HS home visitors attended the PAT National Conference for a week
- EHS home visit rate is at about 80%, which is still good as the national average is only 50%
- Attendance has been good so far, Belle Center 1 was slightly lower. Center positions are very popular this year and kids are coming to class. If attendance numbers dip below 85% we have to explain why the numbers are low. It is generally due to illness and weather when this happens
- TS GOLD and ICPs are not due yet
- 100% on 45 day deadlines
- EHS is low on IFSPs but referrals are in process that should take this number up
- HS has a lot of referrals in process. About 85% are for speech related issues
- Health stats for the first month are a little low as families are still getting in to their doctor and dental visits, these numbers will go up
- Immunes past due are at 10% for HS and 14% for EHS
- Health paperwork has been coming in well
- All numbers should increase over the next few months

Motion to approve Summary of Operations Report

Motion made by: Jaelyn Jewell

Second by: Josey Bartsch

Motion carried

Salary and Benefit Study

- The purpose of the Salary and Benefit Study is to determine if the wages and benefits provided by the organization are fair by comparison with similar organizations
- Limits to this study include few organizations of comparable size and structure. Most organizations have different positions and not all positions are used by all organizations. Positions in this study are compared with positions

Badlands Head Start: Prenatal to Five Policy Council Minutes

most closely related. Additionally, organizations have differing educational or experience requirements which may affect comparability

- The study revealed that when overall compensation was considered, TREC Badlands Head Start provides a fair and sufficient compensation package

Motion to approve Salary and Benefit Study

Motion made by: Bonnie LaRocque

Second by: Katie Fox

Motion carried

990 Form

- This form details information gained in the audit

Motion to approve 990

Motion made by: Jaelyn Jewell

Second by: Katie Fox

Motion carried

SF 425 Quarterly / Semi-Annual

- Quarterly form simply shows funds in and out. These must zero.
- Semi-annual form is more in depth and shows what has been spent, what has been obligated, how much our non-federal share(in-kind) is and how much we have contributed so far

Motion to approve SF 425

Motion made by: Katie Fox

Second by: Bonnie LaRocque

Motion carried

941 Tax Form

- Quarterly tax return. Indicates taxable wages distributed, taxes withheld, and adjustments. These numbers go to the accountant before being submitted

Motion to approve 990

Motion made by: Bonnie LaRocque

Second by: Katie Fox

Motion carried

Full Enrollment and OLB

- Currently, we have been under enrolled for two months. At the four month mark we will be considered chronically under-enrolled. An improvement plan will be put in place and recapture of funds is a possibility. Both months, under-enrollment has been due to lack of home visitors in OLB
- One OLB home visitor resigned in August after less than a year of service and the other in September. All avenues for job advertisement have been continually utilized. Quality candidates are lacking. 2 applications have been turned in. One could not find a convenient time to interview and the other called the day of the interview and indicated that, despite lack of experience and education, would only be interested at a certain pay rate that we

Badlands Head Start: Prenatal to Five Policy Council Minutes

cannot provide. Former OLB staff have indicated that part of the difficulty in finding new staff is the requirement of a clean drug test and mandatory random testing thereafter

- The population is transient and inconsistent resulting in an ever shifting group of children that will disappear and reappear at random and usually without notice. This makes it difficult to maintain enrollment in OLB. Families that are consistent are not very engaged. Socials tend to have extremely low attendance and home visits are often cancelled or forgotten for weeks in a row. Additionally, previous staff have done the bare minimum to comply with standards and cannot be said to have done quality work
- After a brief calculation, it has been determined that it is no longer cost effective to continue providing services to OLB. For the past two years TREC has been employing two home visitors in the area and sending two administrative staff to help with socials twice a month. After considering costs, to include: home visitor pay and benefits, home visitor fuel costs, administrative personnel costs, rent and utilities, the cost of providing services for one year is nearly \$71,000. This does not include the cost of advertisement for positions, drug testing, background checks, or mandatory PAT training expenses incurred when hiring a new home visitor
- Two options are available to us at this time. Option one: continue to recruit for a home visitor in OLB and recruit for a home visitor in Butte County. This option will likely lead us to chronic under-enrollment as it is not likely that we will find a home visitor in OLB within the next month. Option two: submit a change of scope that would turn 12 of the OLB slots into 4 EHS slots and transfer the remaining 12 OLB slots to Butte County. The waitlist for Butte County HS has 22 potential families available. There are several pregnant mothers of center children that have not been approached at this time that could fill the EHS slots
- Concerns about discontinuing services to OLB primarily consist of whether children will lose services. We currently service 4/24 children in OLB. The Oglala Lakota College center based program is slotted for 600 children and are under-enrolled. Additionally, there are a multitude of other programs that provide similar services. All programs combined can provide services for roughly 731 children

Staff-Wellness- T/TA Wellness Cohort

- Email courses were created that we hope people feel are interesting and helpful topics. Courses were released in late September before school started. The first round of courses has wrapped up and we are awaiting feedback
- Thus far people are enjoying the courses and really like the ones that come with extra activities
- The PAT National Conference that several home visitors and Marcus attended had several sessions regarding staff wellness. Many new resources and fun activities from those sessions will be incorporated into our staff wellness in the coming months

Hiring in Process: Receptionist and OLB Home Visitor

- Background checks are in process for two receptionist candidates
- OLB HV position is still posted

Motion to adjourn meeting at 1:43 pm

Motion made by: Katie Fox

Second by: Bonnie LaRocque

Motion carried

Next PC meeting date is scheduled for November 20th, 2019 at 11:00 am