

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** April, 22 2020  
**PC Business Meeting:** 11:00 a.m. – 12:00 p.m.  
**Place:** GoToMeeting

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**Roll Call:** Emily Storm, Jessica Carr, Katie Fox

**Others attending:** Marcus Bevier, Amanda Schwend

**Quorum Established?** Yes

**Additions to the Agenda:**

**Training:**

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## **Seating the New Policy Council Members –**

### **Past Minutes:**

#### **March, 2020 Minutes: Review and Adoption**

*Motion to approve March 2020 Minutes as presented: No Meeting in March*

*Motion made by: Emily Storm*

*Second by: Jessica Carr*

*Motion carried*

### **Old Business:**

#### **TREC Board of Directors Meeting Minutes – March, 2020**

- No Questions, No comments

#### **Leadership Team Meeting Minutes – March, 2020**

- No Meeting

#### **Maintenance & Improvements Projects Update –**

- The Lemmon School is still planning on moving forward with the build. We will likely stay in the same building that we are currently in and move next summer. The playground equipment and sheds will be removed and stored, we will have to work out details to use the school's playground.

### **New Business:**

#### **Financial Summary Report: March 31<sup>st</sup>, 2020**

- Head Start – About 61% of the budget has been spent. Left over monies will be used for the Lemmon playground and possibly a new HS vehicle
- Early Head Start – EHS has expended about 48% of its budget
- Total—About 55% of the total budget has been spent.
- Admin—About 44% of the admin budget has been spent

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- In-kind – HS brought in almost \$26,000 worth of in-kind in March. Head Start has collected about 87% of the year to date target. EHS brought in over \$30,000 in March, bringing them to about 137% of their year to date target. Total in-kind is at nearly 107% of year to date target. Despite being ahead of where we would like to be by this time in the year, COVID-19 has considerably decreased the amount of in-kind we are receiving. Due to the COVID-19 shift to remote services, we anticipate needing to apply for an in-kind waiver

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

*Motion made by: Emily Storm*

*Second by: Jessica Carr*

*Motion carried*

## **Election of New Vice Chair of Policy Council**

- The current Vice Chair of the Policy Council is rarely available. Due to the need to have a reliable back up for meetings and signing documents in the event the Chair is not available, a new Vice Chair is being elected
- Katie Fox has attended nearly every Policy Council meeting and has been available for a number of interviews over the course of the year. As Katie is typically available when others are not, we would like to elect her as the new Vice Chair of Policy Council

## ***Motion to approve Katie Fox as new Vice Chair of Policy Council***

*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**

- No Cashflow statements currently available
- No CANS Report on account of COVID-19 closures

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

*Motion made by: Katie Fox*

*Second by: Emily Storm*

*Motion carried*

## **Summary of Operations Report: March 31<sup>st</sup>, 2020**

- Summary of Operations Report has not changed significantly since last month as our operations have shifted from direct to remote services on account of COVID-19
- While our home visitors and center-based staff are providing remote services to their families, these services cannot be counted as official home visits
- HS services will not be reopening this year and will finish the year in a virtual capacity
- Internal monitoring systems have been put in place to track the efforts being made toward remote services
- Discussion:
  - Marcus: Are the packets that we have been sending out beneficial?

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- Emily Storm: Yes. It is nice to get different ideas on how to interact with my child. I really like the different activities and how they explain what exactly is going on, to include what is going on with the Corona Virus.
- Katie Fox: The packets have a lot of good activities in them but I also find a lot of activities on different Facebook pages. If we are in a situation where we need to save on paper, it would be okay to stop sending packets.
- Marcus: What about our Facebook Page? Have you visited it?
  - Katie Fox: A lot of really neat stuff has gone up on the Facebook page but my kids don't really pay attention to what is on Facebook. They are too young and they get bored watching the videos. I think it is probably really cool for the kids that have the person reading as a teacher to see them.
- Marcus: Is there anything else we can do?
  - Emily Storm: We are really missing the lending library. Maybe we could come up with a book exchange or maybe a single day where books can be exchanged?
- Marcus: We will be having our weekly LT call tomorrow. We will discuss this and see if we can come up with something

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

*Motion made by: Emily Storm*

*Second by: Katie Fox*

*Motion carried*

## **Community Assessment**

- This community assessment is an update from last year
- Data was pulled from the Census, the Department of Social Services, the Department of Health and Program Information Reports. It is a comprehensive document that shows what our services areas look like so we know what our services should reflect. This document drives all program planning
- There are few changes to last years assessment as our services areas tend to be relatively stable in their demographics
- The largest change in this assessment is the removal of Oglala Lakota and Bennet Counties as we no longer provide services to these areas
- Our counties primarily consist of White /Anglo-Saxon families with a small presence of Native American and Multi-racial groups
- County population tends to be stagnant and has been for a long time
- The majority of families work a regular schedule, Monday through Friday. Those that work every day are usually agricultural workers, which our population is inclined to be
- Child poverty numbers do not consider the Gravel Amendment which allows us to serve more of the over income population due to a lack of services in those areas
- Roughly half of our families are single parent families
- Numbers for foster care and homelessness are based on DSS numbers that are regionally aggregated to preserve confidentiality
- We are keeping an eye on the Bison Center as this location has a very small number of individuals to serve and may become cost ineffective to run a center. This year we have had an excellent number of children attend and we expect the same for next year
- The majority of our counties are medically underserved, to include medical, dental, and mental health as well as licensed child care

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- Community partners list has not changed
- The county profiles were not updated as no new information has been put out since the last community assessment

## *Motion to approve the Community Assessment*

*Motion made by: Emily Storm*

*Second by: Katie Fox*

*Motion carried*

## **Resignation of Danielle Dunn**

- Danielle will be moving to Montana to start a new chapter in her life. We have very much appreciated her presence and her abilities during the time that she has worked with us

## *Motion to approve the Resignation of Danielle Dunn*

*Motion made by: Jessica Carr*

*Second by: Emily Storm*

*Motion carried*

## **Staff-Wellness**

- Two new wellness courses have come out: Mindfulness and Caring for Yourself During a Crisis
- A private Facebook page has been set up for staff to collaborate and commiserate. So far it is going well. Staff are getting good ideas and feel it is cathartic

## **Hiring in Process: None**

- Hiring has been suspended due to COVID-19

## *Motion to adjourn meeting at 12:02 pm*

*Motion made by: Katie Fox*

*Second by: Emily Storm*

*Motion carried*

*Next PC meeting date is scheduled for May 20<sup>th</sup>, 2020 at 11:00 am*