

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** September 23, 2020  
**PC Business Meeting:** 11:00 a.m. – 11:35 p.m.  
**Place:** GoToMeeting

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**Roll Call:** JaeLyn Jewell, Bonnie LaRocque, Emily Taft-Klinghagen, Katie Helms, Julia Lermeny

**Others attending:** Marcus Bevier, Judy Petera

**Quorum Established?** Yes

**Additions to the Agenda:** Badlands Head Start did not have to apply for grant again due to restructuring of criteria, and were made non-competitive

**Training:** None

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

There were none to be made.

## **Past Minutes:**

### **July & August, 2020 Minutes: Review and Adoption**

*Motion to approve July and August 2020 Minutes as presented*

*Motion made by: Emily Taft-Klinghagen*

*Second by: Katie Helms*

*Motion carried*

## **Old Business:**

### **TREC Board of Directors Meeting Minutes – July and August 2020**

- No Questions, No comments

### **Leadership Team Meeting Minutes – July and August 2020**

- No Questions, No Comments

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

- Overview given of construction at Bison, Lemmon and Belle Fourche Centers.
- Bison – upkeep was needed, so flooring was installed; to increase efficiency, two new doors were installed; for safety reasons, gate installed on handicap ramp
- Lemmon – due do burst pipe, drywall was replaced in the bathroom; due to construction next door, we increased fencing by installing snow fence to keep children out of work areas; we had to re-hookup propane and electricity so incurred charges there; the handicap ramp still needs work and will be addressed.
- Belle Fourche Center – furnace was installed last year, we still had to run new duct work so that both classrooms would get heat, this should improve efficiency; two new bathrooms were installed in the classrooms, to reduce class interruptions by having to take a child down the hallway to the old bathrooms.

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- No discussion

## **New Business:**

### **Financial Summary Report: August 31, 2020**

- Head Start – At 90.59% budget spent; personnel is down due to HS being off in the summer-only work 9 months; Administration still works, so is split there. Any monies left over will be given back to the EHS side.
- Early Head Start – At 89.38% budget spent. Supplies are regular. New vehicle was purchased, traded in older model. Maintenance was up getting vehicles ready for upcoming year.
- Total— At 90.04% budget spent.
- Admin— At 77.55% budget spent. Staffing is down 15%. Badlands is still within the guidelines.
- In-kind – HS Appears to be under, those numbers are due to centers being shut down due to Covid-19. EHS is at 114% of their target. We had additional in-kind monies come in late that we could add, so we did not have to apply for additional funds waiver.

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

*Motion made by: Bonnie LaRocque*

*Second by: Emily Taft-Klinghagen*

*Motion carried*

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

- 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
- No discussion

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

*Motion made by: Emily Taft-Klinghagen*

*Second by: Julia Lermeny*

*Motion carried*

### **Summary of Operations Report: August 31, 2020**

- We did not complete a SOR due to Covid shutdown. No change. This item bypassed.

### **990 Form**

- This form details information gained in the audit.
- No discussion

### ***Motion to approve 990***

*Motion made by: JaeLyn Jewell*

*Second by: Julia Lermeny*

*Motion carried*

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## **Hiring in Process: Receptionist/Data Support, Butte County HV, Harding County EHS HV, Substitute Nutrition Services Support in Bison, Substitutes in all areas.**

- A position for all positions have been opened
- Advertising for all positions have been started
- Applications are coming in for Receptionist/Data Support, and one for Butte County Home Visitor, and one for Substitute at the BF Center.

## **Approval of Judy Petera as Administrative Assistant/HR Specialist.**

- Judy Petera has been interviewed, as Amanda Schwend is gone.
- Judy interviewed well. Staff has observed her work for almost a year in current position.
- She is a hard worker, willing to learn, team player and puts the business interests first
- Cheerful, takes direction well, asks questions then applies the answers to the job
- Marcus recommends her approval to position

### *Motion to approve Judy Petera as Administrative Assistant/HR Specialist*

*Motion made by: Emily Taft-Klinghagen*

*Second by: Katie Helms*

*Motion carried*

## **Closing comments**

- Letters were sent out in August regarding COVID-19 precautions we are taking
- Pickup/drop off times have been adjusted to accommodate new measures
- Badlands Head Start taking a positive, constructive approach to measures that all are following
- Badlands Head Start is glad to have kids back in classes and continuing services

## **Questions and Answers**

- No comments

### *Motion to adjourn meeting at 11:35 am*

*Motion made by: Bonnie LaRocque*

*Second by: Emily Taft-Klinghagen*

*Motion carried*

*Next PC meeting date is scheduled for October 21, 2020 at 11:00 am*