

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: October 21, 2020
PC Business Meeting: 11:00 a.m. – 11:35 p.m.
Place: GoToMeeting

Roll Call: Emily Taft-Klinghagen, Julia Lermeny, Katie Fox,

Others attending: Marcus Bevier, Judy Petera, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda: Just a few comments on the general agenda by Marcus. Badlands Head Start as a whole is doing ok. We have several people from the Administration Office subbing at some of the sites. We are looking to fill several positions at this time. We have new COVID policies and we are a government program with a lot of paperwork, we understand these rules can be burdensome for some people. Around South Dakota, the number of kids enrolled are down, and they are finding the acquisition and retention of staff difficult, as are we. Badlands Head Start does require certification and certain qualifications for positions. 12-7% of the people in our state have a Bachelor’s Degree or more than high school education. When trying to narrow down to Educational field, the challenges to find and fill positions are greater. We are getting through, however, and are still offering quality service and striving to keep everyone healthy. We do have three employees that have acquired COVID-19, this is another reason we have been subbing a lot. We do not have too many other goals added this year. We have a great team we are appreciative of, and just want to get through the year safely.
No Discussion.

Seating the New Policy Council Members:

Training: None at this time. We have not gotten any new members voted in, due to no socials. The home visitors and center-based staff have some names that are interested and we will try to continue to contact those people.

Past Minutes:

September 2020 Minutes: Review and Adoption

Motion to approve September 2020 Minutes as presented
Motion made by: Emily Taft-Klinghagen
Second by: Julia Lermeny
Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – September 2020

- No Questions, No comments

Leadership Team Meeting Minutes – September 2020

- No Questions, No Comments

Maintenance & Improvements Projects Update –

- No major maintenance in the works, as all projects were completed during the summer.

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- Minor maintenance needs are at Newell for their gutters and some tree trimming
- No discussion

New Business:

Financial Summary Report: August 31, 2020

- Head Start & Early Head Start – Currently at 5% of budget. Personnel and Benefits are the big-ticket items at the beginning of each school year. This is due to up front insurance costs. We are in line with the Federal guidelines of 60-80%, we are at 71-72% mark. Other categories seem high on both sides, HS and EHS, these can be attributed to the year startup costs of supplies, as well and education training and fuel costs. So, expenses are fairly regular at 5% for HS and 4% EHS. We did spend our HS budget last year. We are returning some to the Federal Government from the EHS, as not all was spent. We do not have the actual figure at this time.
- Total— Holding at normal 4.59%
- Admin— Nothing too surprising here. Personnel and Benefits are up due to Insurance, and upfront copier agreements, and a few overhead costs. We limit spending to 15% of the total budget for Administration. We are normally 1-2% under that, and are currently at 14% on both HS and EHS sides.
- In-kind –We did make the total for last year, we did not need a waiver. We did however, meet our August goals. Numbers are normally low for first month of the school year. We did get a late start. Center based have had more difficulties getting In Kind from parents, as center has been closed due to COVID closings. EHS is low, as well, as all the home-based number of children are down this year. We need to remind everyone of what to work on with their child. This is a prep for kindergarten. It helps bonding between parent and child when working on In-Kind tasks. We need to get in a better habit of doing In-Kind as it was meant for.
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Julie Lermeny

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

- For 2020-2021, we are under 70% enrolled in each program. HS at 63 and EHS at 47. The expected enrollment numbers did not change. We are just down in enrollment numbers due to low on staff, HC personnel is down one, and we are down one staff member at our BF Center and one home visitor. We are not being penalized this year for low numbers due to COVID related issues. We are not able to go door to door recruiting this year due to COVID. We are sending mailers out to compensate to those on the benefits list. The number of car seats requested are also

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down, and we normally reach out to those needing car seats for recruiting. We have no drops at this point. Our over income numbers are high, which hinders how many we can enroll of those families. We are still working on enrollment

- Family Partnerships have good numbers. Consistent with the past. Not concerned about anything from the parent surveys.
- Policy Council Training this month did not happen. We never got any new members. This has been hard to obtain due to not hosting socials. We continue to recruit when centers are open, and have our home-based staff continue reaching out to their people. Hope to have a few recruits to train and seat in November. Wanda Dunn did send out vote forms. She says there is interest. Home Visitors know who their contacts are and hope to get them voted in.
- HS and EHS Home Visits: Doing well getting in to the homes. We are at 70%, whereas national average is at 50-55%. We are usually at 80-90%, but are happy with 70%. We are doing services effectively and safely. We are doing some virtually when not able to go into the home. Doing virtually visits helps keep it safe, and doing for liability reasons. We have staff fill out questionnaire for each visit to determine the risk, use to determine if it is safe to go in or not, doing as precautionary measures. We are still doing our best to provide educational support while remaining safe. Questionnaires also let us know what the families are going through at this time, while minimizing risk.
- HS Classroom attendance has been good. We did have to shut down the BF Center for one week, but continued support virtually.
- Screenings: We changed doing Dial 4 screenings to ASQ screenings. Not all are completed, but steadily coming back in. We have a lot of referrals in progress. We are mainly looking to work with language and speech pathology, as per our usual most need.
- Health: Due to COVID, children are not going in to see the doctors as much. Hearing, vision, heights and weights are going well. Immunizations are mostly up, a little low on the EHS side, but they are getting completed and what numbers are coming in, they look good. No concerns at this time. We are doing the best way possible to complete and delivery high quality service.
- No Discussion

Motion to approve Operations Summary

Motion made by: Julia Lermeny

Second by: Emily Taft-Klinghagen

Motion carried

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 has been opened
- Advertising for all positions continue
- Applications are coming in for all.

Approval of Paige Bush as Substitute Assistant Teacher at the Belle Fourche Center, depending on background checks.

- Paige has a degree in Education
- Recommended by Judee Wilson
- She interviewed well
- She is dedicated to assisting and educating children, and has worked with children before for many years.

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Motion to approve Paige Bush as Substitute Assistant Teacher for Belle Fourche Center

Motion made by: Julia Lermeny

Second by: Emily Taft-Klinghagen

Motion carried

Staff Wellness

- There has not been much focus in staff wellness courses yet.
- We are doing conversations in person and trying to model good behavior
- Staff has been busy subbing
- Melissa Pickle will be offering an 8-week course in self-care and wellness

Closing comments

- We are continuing working on services while remaining safe

Questions and Answers

- No comments

Motion to adjourn meeting at 11:52 am

Motion made by: Emily Taft-Klinghagen

Second by: Julia Lermeny

Motion carried

Next PC meeting date is scheduled for November 18, 2020 at 11:00 am