

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: December 16, 2020
PC Business Meeting: 11:00 a.m. – 12:00 p.m.
Place: GoToMeeting

Roll Call: Melissa Carlson, Bailey Richards, Katie Fox, Emily Storm and Ariel Grusing

Others attending: Marcus Bevier, Judy Petera, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda:

- New Policy to vote on: Pest & Nuisance Policy.

Past Minutes:

November 2020 Minutes: Review and Adoption

- Discussion: Marcus mentioned that we have three new members seated, but we will need to get the rest of the new members seated, so that they can vote, and we can elect a board.

Motion to approve November 2020 Minutes as presented

Motion made by: Melissa Carlson

Second by: Emily Storm

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – November 2020

- No Questions, No comments

Leadership Team Meeting Minutes – November 2020

- No Questions, No Comments

Maintenance & Improvements Projects Update –

- Nothing on the schedule now. Most all have been completed. Reviewed the past few items that have been done at different sites.
- No discussion

New Business:

- New Policy to vote on: Pest & Nuisance Policy. Regarding communicable diseases and infections, we needed a policy around this. Marcus opened up the policy online and went through it. We will work with family and external provider to take care of any pest situation and it is done free of charge to the family. Our main goal is to keep every place clean, as not to exclude anyone from learning. Checks are done in centers, if something is found there or in family homes, we will discuss options and get situation taken care of, in order to keep teaching/learning continued.
- No discussion

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Motion to approve Pest Policy as presented

Motion made by: Emily

Second by: Bailey

Motion carried

Seating the New Policy Council Members:

- Marcus welcomed new members Ariel Grusing.

Motion to seat new Policy Council Member

Motion made by: Emily Storm

Second by: Bailey Richards

Motion carried

Financial Summary Report: November 30, 2020

- Head Start & Early Head Start – Not much changed from last month. We have spent less in personnel, as we are getting back to normal two pay period months. Benefits were normal. Not much activity out of the norm, just regular items. We haven't spent much in training, due to COVID and lack of traveling. We only have limited places to go to in training right now. We will be sending Melissa out to centers to train employees, now that she is coaching and training specialist.
- Total— We have spent more in the Other category due to insurances. 35% and 39% of budget has already been spent on insurance since these are mainly due in the first few months of the school year. No Cost projections were submitted this month, but we are under spending at this time due to not being 100% on staffing.
- Admin— Fairly normal costs here and they usually remain the same month to month. Federal regulations keep us at 15%. We are at 17% on HS and 22% on EHS sides. We do monitor and adjust as necessary.
- In-kind – Currently we are at 49% on HS side. November was a better month, but we are down again this month. This year we have struggled due to the possibility of new staff not understanding the concept, and due to lower numbers in the classrooms due to COVID. We have to meet 25% of the budget through donations and In-Kind to be able to keep our grant. Volunteer hours of parents working at home with children, their time is counted toward meeting the 25%. It is important to make time to do spend time with your child – parents are the first teachers for the child. In-Kind is a good way to contribute to the program, and it is important to spend that time with your child. EHS did a little bit better this month at 58%. Currently at \$17,000. There is still work to do to and we stress the importance with In-Kind. We let you know, so that you can pass this along to those you discuss In-Kind with.
- Katie Fox mentioned we used to fill out in-kind with PC members when met in person. Marcus will check with Dorothy to see if we can use In-Kind even though attending meetings virtually. Wanda said we could email the in-kind sheet out to those on the phone, they could sign and get us back to the office. Marcus said we could include the prep time reading
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Emily Storm

Second by: Bailey Richards

Motion carried

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

- No cash flow projection for this month. Had the opportunity to review these forms. We don't go over these in detail, so if you see something, please ask.
- No discussion

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

Motion made by: Emily Storm

Second by: Bailey Richards

Motion carried

Summary of Operations Report: October 31, 2020

- Data as of end of last month. 63 enrolled in HS, below. 70% of where we are supposed to be at, as we are operating classrooms at lower numbers due to COVID and we have lower staff numbers. Hard to add more kids due to these reasons. Still working on getting more staff and then more children. These challenges are being seen all over the state. 72% full on the EHS side with 49 enrolled. We had a few drops on the HS side. Our wait list shows mainly over-income families. We have to watch how many of those we add.
- Three-fourths of parent surveys are done. 80%-84% on the Family Assessments. Partnership agreements take a bit longer to complete. We are not doing socials due to COVID, so that is why the data reflects that. Home Visits and virtual visits – the numbers for HV are still looking good. 83-85%. We did have to clarify to staff what determines when and when they can and cannot do virtual visits. We sent out a chart to home visitors to determine when they are acceptable. Marcus reviewed with the Policy Council to clarify these.
- Home Visitor numbers reaching actual in-person home visits are really good.
- Center based has shut down a few times due to COVID to keep people safe.
- No doing Socials this year, due to COVID. Trying to make services count through home visits and centers.
- Parent Report / Observational Visits – just had some done, so now we have numbers to look at. See where kids are. These numbers are looking good and shows us that the kids are doing well. DRDP gives us tangible items to access the kids with and see how they are doing, and where growth is showing. We are working on ICP's right now. The 45s-90s are coming in good. 90-day requirements were all met. Very happy with that.
- Serving those with disabilities – we need to meet at least 10% in our program. Ours is mostly speech disabilities. Those needs are met through school district services.
- Health: Looking good. We are struggling with lead and child immunizations, and probably will remain that way during the pandemic. Families are not going to appointments unless necessary. Hearing Vision, heights and weights all look good. No huge concerns at this time since we know what is going on.
- No Discussion

Motion to approve Operations Summary

Motion made by: Emily Storm

Second by: Bailey Richards

Motion carried

Annual Report:

- The reason it says 2019, because in the body it discusses both 2019 and 2020 year, it was the fiscal year of 2019.
- Executive summary: We have had lot of COVID talk. We will get through this.

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- Funding Sources: BHS receives meal reimbursements from the Child and Adult Care Food Program (CACFP), approximately \$35,000 are reimbursed back to us. CACFP was our only funding source last year.
- Budgetary Expenditures – spent most of it last year 98%, had 2% remaining.
- Proposed Budget – Reviewing the proposed budget, you can see we have more funding this year – two sources of funding. We did receive an additional \$130,000 in COVID funding that are extra this year – it is a one-time deal. That allowed us to add the coaching and training position.
- 60%-80% on personnel and benefits in the budgets. We are sitting at 71%. Doing well.
- Enrollment – will look different this year, but last year’s looked good at full enrollment. We did have a scope changed to move slots around and transferred the OLB slots to Butte County.
- Fiscal Audit – for 2019 audit there were no material findings. Low risk. Our next monitoring will be in 2021- or 2022. We were re-designated and did not have to complete for findings. We are meeting the standards. In year’s past we have had a few minor findings and were corrected.
- School Readiness goals – hitting great goals. Does show where we may be low, but this review showed gains in all areas.
- No discussion

Motion to approve Annual Report

Motion made by: Emily Storm

Second by: Bailey Richards

Motion carried

Hiring in Process: Receptionist/Data Support, Butte County HV, Harding County EHS HV, and Substitutes in all areas.

- Working on hiring. Send the word out to those you think would work for these positions.
- No resignations or terminations at this time

Staff Wellness

- Melissa working on this. She is sending out links that may help employees mentally, physical and emotionally. Being well in these areas help us be more productive in our work here at BHS.

Closing comments

- No closing comments at this time, except please stay on the virtual meeting to attend upcoming Health Service Advisory Committee meeting

Questions and Answers

- No comments

No Motion to adjourn meeting as Health Service Advisory Committee meeting is next and want Policy Council members to stay on virtual meeting to attend.

Next PC meeting date is scheduled for January 20, 2021 at 11:00 am