

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** October 24, 2018  
**PC Business Meeting:** 1:00 a.m. – 2:30 p.m.  
**Place:** Community Room, First Interstate Bank, Belle Fourche

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**Roll Call:** Ashley Flynn, Jessica Carr, Travis Maier, Sean Mets, Georgia Amiotte, Nicole Harvey, Bonnie LaRocque, Sammi Gisbach

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

**Quorum Established?** Yes

**Additions to the Agenda:** Electing Officers

**Training:** None

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**Seating the New Policy Council Members** – Nicole Harvey, Bonnie LaRocque, Sammi Ginsbach, Ashley Flynn, Sean Mets, Georgia Amiotte, Travis Maier

*Motion to approve Seating of Policy Council Members*  
*Motion made by: Sean Mets*  
*Second by: Jessica Carr*  
*Motion carried*

## **Past Minutes:**

### **September, 2018 Minutes: Review and Adoption**

- Policy Council Meeting of Sept 19<sup>th</sup>
- Policy Council Phone Vote of Sept 19<sup>th</sup>

*Motion to approve September 2018 Minutes as presented*  
*Motion made by: Travis Maier*  
*Second by: Sean Mets*  
*Motion carried*

## **Old Business:**

### **TREC Board of Directors Meeting Minutes – September, 2018**

No questions or discussion

### **Leadership Team Meeting Minutes – September, 2018**

No questions or discussion

## **Maintenance & Improvements Projects Update – Belle Center Purchase, Newell Playground, Lemmon Playground**

- BFC: Architect revealed ADA compliance issues which can be remedied by removing the changing table from the bathroom. Radon test came back elevated, needs to be retested for verification. Air

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samples were collected and we are waiting on results. Received \$300,000 reward from the regional office to purchase the building and remediate any issues.

- Lemmon playground: Contractors have been contacted to build an outdoor classroom/shelter. Modular building was removed from the site and center building winterized. A Cozy Dome has been purchased and will be installed upon receipt. Cozy dome will help children develop gross motor functions.
- Each center based site will receive a high quality play house, built to withstand the level of use they will receive. These play houses are sole source from School Specialty.
- Musical flowers will be purchased for playgrounds for children to work on motor skills and experiment with sound

## **New Business:**

### **Electing Officers**

- Travis nominates Ashley Flynn to be Chair of Policy Council, no other nominations
- Vice Chair has two nominees: Sean Mets and Nicole Harvey
  - Sean Mets: Has been on Policy Council for 3 years, has more time on Wednesdays to participate and will be available for phone votes
  - Nicole Harvey: Has a lot of free time, particularly on Wednesdays and is available via phone any time; wants to be part of creating a good environment for children, sees this as an opportunity to increase communication and other soft skills
- Nicole Harvey is voted in

#### ***Motion to approve Election of Officers for Policy Council***

*Motion made by: Travis Maier*

*Second by: Jessica Carr*

### **Financial Summary Report: September 30<sup>th</sup>, 2018**

- Personnel and benefits consumes the most funds
- Other line item is high due to insurance payments, which are about \$60,000 a year
- Expenditures are low due to it being the beginning of the year, roughly 5.5% of total budget has been spent
- Administrative costs can only take up 15% of the budget and currently are using 4%
- In-kind is slow to get in due to the beginning of the year. Currently at 26% of where we should be. The program as a whole should bring in \$42,000 a month

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

*Motion made by: Sean Mets*

*Second by: Nicole Harvey*

*Motion carried*

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## **Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club, USDA Savings Acct.**

- No questions or comments

*Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented*

*Motion made by: Sean Mets*

*Second by: Bonnie LaRocque*

*Motion carried*

## **Summary of Operations Report: September 30<sup>th</sup>, 2018**

- Required to have a 10% disability rating total. HS currently has 20%, EHS has 5.8% and more referrals are in process
- Health Data: Hearing and Visions are coming due, they are already 70% done. HS dental and dental follow-ups, physicals and immunization updates are in process. EHS is focusing on Immunizations past due, well child checks, and lead tests. All numbers will increase by next month as these are completed.

*Motion to approve Summary of Operations Report*

*Motion made by: Travis Maier*

*Second by: Nicole Harvey*

*Motion carried*

## **2018 Fiscal Manual**

- No changes

*Motion to approve 2018 Fiscal Manual*

*Motion made by: Travis Maier*

*Second by: Sean Mets*

*Motion carried*

## **Micro Purchase Change in Uniform Guidance**

- Increase need for approval of aggregate purchase to \$10,000 to keep in line with Federal Guidelines

*Motion to approve Micro Purchase Change in Uniform Guidance*

*Motion made by: Travis Maier*

*Second by: Sean Mets*

*Motion carried*

## **2017 Annual Report**

- No compliance issues in 2017
- CLASS Scores were discussed
- Most inclusions were positive

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- Funding amounts from the Department of Health and Human Services rarely change so the budget for any given year is relatively stable and any changes are based on program direction and focal points on services offered to our communities
- Personnel pay and benefits are 72% of budget, the OHS suggests 60% - 80%
- Average percent of funded enrollment is 99% for both HS and EHS
- Recent monitoring and Fiscal Audit revealed no findings
- Medical and Dental exams are being completed, the 2017-2018 program year saw improvements in both of these areas
- Parent/Family community engagement surveys indicate families are engaged in their children's education and community
- Staff must meet minimum requirements, as outlined in the Head Start Program Performance Standards in order to be considered for a position
- 5 year school readiness goals use the Creative Curriculum and Teaching Strategies GOLD to measure progress. Areas of focus are Social Emotional Development, Physical Development and Health, Cognitive and General Knowledge, Language and Literacy Development and Approaches to Learning. TREC-BHS saw reasonable gains in all domains

## ***Motion to approve the 2017 Annual Report***

*Motion made by: Travis Maier*

*Second by: Nicole Harvey*

*Motion carried*

## **Quarterly Federal Financial Report**

- Identifies Cash on hand

## ***Motion to approve the Quarterly Federal Financial Report***

*Motion made by: Nicole Harvey*

*Second by: Bonnie LaRocque*

*Motion carried*

## **Semi-Annual Federal Financial Report**

- Shows what funds need to be obligated and identifies what our non-federal share is and how close we are to meeting it

## ***Motion to approve the Semi-Annual Federal Financial Report***

*Motion made by: Nicole Harvey*

*Second by: Bonnie LaRocque*

*Motion carried*

## **Program Funding Letters**

- Neil Wanless will be kept in mind for possible funding of items such as: renovations or playground equipment for Belle Fourche Center and Newell Sites

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- JTV will not be submitting our application to their board due to the OTF grant received for the building. They did encourage us to keep them in mind for future capital pursuits

### **IT Issues- RFP Progress**

- RFP was sent out Friday, October 19<sup>th</sup>.
- Deadline for Questions is today, Wednesday, October 24
- All proposals are due November 5, 2018

### **Hiring in Process: BF Teacher, HC EHS HV**

- An interview is set up for today, Wednesday, October 24<sup>th</sup>, at 4:00pm for the Belle Fourche Center Position.
- 2 applications are out for Harding County Home Visitor

**Next Meeting Date: November 14<sup>th</sup>, 2018 at 10:30am**

*Motion to adjourn meeting at 2:45 pm*

*Motion made by: Travis Maier*

*Second by: Jessica Carr*

*Motion carried*