

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: January 23, 2019
PC Business Meeting: 11:00 a.m. – 1:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Ashley Flynn, Jessica Carr, Sammie Ginsbach, Brandon Nikodym, Bridget Keller, Sean Mets, Emily Storm, Georgia Amiotte

Others attending: Marcus Bevier, Amanda Schwend

Quorum Established? Yes

Additions to the Agenda: Parent Activity Fund

Training: None

Seating the New Policy Council Members – Brandon Nikodym Butte 1

Motion to approve Brandon Nikodym as Policy Council Representative for Butte 1

Motion made by: Georgia Amiotte

Second by: Sean Mets

Motion carried

Past Minutes:

December, 2018 Minutes: Review and Adoption

Motion to approve December, 2018 Minutes as presented

Motion made by: Sean Mets

Second by: Bridget Keller

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – December, 2018

- No physical meeting in December due to unforeseen circumstances. The Board did do an email vote on actionable items

Leadership Team Meeting Minutes – December, 2018

- No Discussion

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Maintenance & Improvements Projects Update – Belle Center Purchase, Belle Center and Lemmon Parking lots

- Belle Center purchase is nearing the finish line. Plumbing issues have come up over the past week. The kitchen was backing up and when the plumbers went looking for the reason, they discovered that the line was damaged when the fence was put in. The solution was to tie the lines into the city pipes.
- Lemmon parking lot was completed when the modular was moved
- Belle Center parking lot will be asphalted after the purchase

New Business:

Financial Summary Report: December 31st, 2018

- Expenditures: The majority of expenditures are taken up by personnel and benefits. The Office of Head Start Requires that 60%-80% of a programs budget be used for personnel and benefits. We are at the midpoint. Supplies, Contractual, and Other categories are doing well. Other is high due to insurance payments that occur at the beginning of the year. HS has spent 37% of budget at this point, EHS 30%. EHS is lower due to the lack of a home visitor in Harding County. An interview was conducted but was unsuccessful. Program wide, 1/3 of the budget has been spent 1/3 of the way through the year
- Admin Costs: These make up the overhead and contractual obligations. HS has spent 30%, EHS 35%. Other Category is high, again due to insurances
- In-kind: HS is behind, the importance of in-kind needs to be stressed at parent committee meetings and when speaking with other parents. In-kind is, essentially, volunteer hours for working with your child on things that you are already working with your child on. As we can only count up to 4 hours daily, try to keep from going over this on your in-kind sheets, even when you continue to work and play with your child. We are sitting at about 70% of the target on the HS side and only about \$8,000 shorter than we were this time last year. EHS is approaching its target. Total we have brought in about 80% of the program target. Generally, the spring months bring in the most in-kind, so we can expect to see an increase over the next few months. Marcus may start visiting at socials to discuss the importance of in-kind for both families and the program

Motion to approve the Financial Summary Report as presented

Motion made by: Bridget Keller

Second by: Georgia Amiotte

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, Cash Flow Projections, Shopko & Sam's Club, USDA Savings Acct.

- Cash Flow projections are exactly that, projections. They are based on history and used as a monitoring measure to ensure we stay on track. Many things can affect the outcome of a cash flow projection, including the severity of the weather.
- EHS is projected to be under by \$30,000 due to a lack of home visitor in Harding County. Last year EHS had to give back \$1300 despite our best efforts to spend it. Money was set aside in anticipation of

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going into a mortgage on the Belle Fourche Center, which we ended up not having to do. A project list has been compiled, and will be reviewed and added to frequently, to prevent this from happening again

- HS is looking better than last year, projected to be over by \$1800
- Some positions have been consolidated which results in saving money on those positions. Other positions have been left unstaffed but are still on the projections and account for substitutes and overtime
- CANS (CACFP) is being affected by the Government shutdown. The cost of meals at socials and centers is built into our budget so the only effect this will have on us is the possibility of late reimbursements. Currently, CACFP is approved to continue reimbursements through March

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

Motion made by: Emily Storm

Second by: Jessica Carr

Motion carried

Summary of Operations Report: December 31st, 2018

- Fully enrolled last month
- Some drops may interfere with full enrollment this month but we are getting in more applications and anticipate full enrollment
- At SDHSA Networking, Dolly indicated that full enrollment continues to be a priority for both the Federal and Regional Offices. Chronically under-enrolled programs are likely to experience recapture of funds
- Recruitment is always occurring to fill slots and build a waitlist, most waitlists are filled with over income families which we are only allowed to have 10% of. Some of these families live in communities where we can classify them as medically underserved, which allows us to provide services
- December had the most drops so far this year, though, overall there have not been many drops
- Family and Community Partnership paperwork is nearly complete
- PC memberships is good
- Trainings at socials are doing well, we are a few short on the HS side but the socials will be made up, EHS is on track and will likely exceed their goal
- Home visit completion is looking good overall. OLB has some work to do to catch up. Harding County is missing a home visitor so the EHS rates are low there. Nationwide completion rates tend to be around 50%, we sit at about 75%
- Observation numbers will increase over the next few months
- All CLASS observations are complete
- Attendance has been doing well in most places, Belle Fourche Center 1 is struggling but December tends to bring sickness and holidays, which impact attendance
- The Fall Aggregation report was finished, giving a good baseline. 137 kids were assessed, ICPs are coming in good. Math and Literacy were low as well as social emotional. Second step curriculum will be used to support social emotional growth. The next round of GOLD is due shortly

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- IEP/IFSP have to account for 10% of participants, we have more than that, with more referrals out. Most are speech related at 85-90%
- Health data is looking good. 24 month lead tests need to pick up and dental needs to be worked on. The majority of our kids require multiple follow-ups for dental and we do not count it as complete until all follow-ups have been attended. Following up is very important. Getting kids used to the chair at a young age will make their dental experience better for their entire lives

Motion to approve Summary of Operations Report

Motion made by: Brandon Nikodym

Second by: Bridget Keller

Motion carried

SF 425 Quarterly Report

- This report identifies how much money has come in, how much has gone out, and how much is left. We are on target with budget

Motion to approve the SF425 Quarterly Report

Motion made by: Bridget Keller

Second by: Sammie Ginsbach

Motion carried

Self-Assessment Planning Document

- This is done yearly, this year's anticipated date is April 4th
- Details what our requirements are, the data we use to support the achievement of these requirements, how we can improve on what we are doing, and to make a report that indicates tasks to be completed and their due dates.
- Last year, staff education was the focus of the self-assessment and was successfully completed by pre-service

Motion to approve Self-assessment Planning Document

Motion made by: Brandon Nikodym

Second by: Georgia Amiotte

Motion carried

FCP-ERSEA Documents

- Application for next year has been updated to include a box to check to indicate if a parent has been incarcerated
- The addition of this box is based on an upward trend of incarcerated parents over the last few years and will count as another point to acceptance

Motion to approve FCP-ERSEA Document Update

Motion made by: Sammie Ginsbach

Second by: Bridget Keller

Motion carried

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Approval of Tawnee Weiland as Substitute

- Tawnee is a care provider for Wanda's in-laws. Ashley sat in on the interview and said that Tawnee seemed personable and gave thorough answers to the questions asked. Tawnee seems well rounded and is a good fit for a substitute

Motion to approve Tawnee Weiland as Substitute

Motion made by: Georgia Amiotte

Second by: Jessica Carr

Motion carried

Head Start Testimonials

- As part of SDHSA, we try to build awareness about early childhood education. South Dakota is not a state with a lot of ECE. Studies show that the majority of cognitive development occurs between the ages of 0-3 and we would like to see more education during these years. A way to build awareness is through testimonials of Head Start and Early Head Start parents

Staff Wellness-T/TA Wellness Cohort

- We were selected to participate in the Wellness Cohort. A phone call on February 4th at 1:00pm will be the first contact for the Cohort to orient themselves with the other participants. Marcus, Becky, Melissa, and Misty will sit in on the call.
- The cohort's purpose is to design ways to incorporate self-care into everyday life. Staff wellness will be the starting point before focusing on the family self-care.

Program Funding Letters – JTV and Neil Wanless

- No updates

IT Issues-RFP Progress

- A meeting with Kirk Beauchamp of Computer Guy is set up for February 5th to discuss services

Hiring in Process: HC EHS HV, Bison Assistant Teacher

- HC HV that was interviewed decided to move to Switzerland
- Interview for Bison Assistant teacher is coming up next week or the week after

Parent Activity Fund

- Be mindful of the process of determining how to spend the funds for your cluster
- Have a brainstorming session at your next parent committee meeting to see what sort of activities everyone is interested in, have parents rank their top three presented activities and then determine the most popular based on that. Select a date and time that the most parents can attend with enough time for people to take work off if need be. Activities must be approved by Policy Council
- Previous years have seen trips to Spearfish Gymnastics, bowling, and Reptile Gardens. Last year, one of the parents built a sluice box and filled it with sand and gems. The activity started at the museum and

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then moved to the site to use the sluice box. The parent donated it to the site afterwards. This year, one of the activities being considered in Belle Fourche is a CPR class.

- The Parent Activity Fund cannot be used for items that people get to take home afterwards. If a cluster would like to do an activity where the end result is something to take home (pottery, painting, etc.), finding someone to donate or sponsor the materials then it can be done. Likewise, if materials that are already possessed are used, that will work.
- Food is dependent. If food is CANS approved then it will not be covered by the budget but if your cluster is buying pizza at the bowling alley, Parent Activity Funds may be used.
- When determining which activity to pursue and presenting it to Policy Council, make sure to include all costs you may need for the budget
- If you have any questions, call or email Wanda
- Andee will make a tracker to help track the progress of each clusters activity

Next Meeting Date

Motion to adjourn meeting at 12:40 am

Motion made by: Sammie Ginsbach

Second by: Jessica Carr

Motion carried

Next PC meeting date is scheduled for February 20th, 2018 at 11:00 am