

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: February 20, 2019
PC Business Meeting: 11:00 a.m. – 1:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Nicole Harvey, Sammie Ginsbach, Emily Storm, Georgia Amiotte, Jessica Carr, Brandon Nikodym

Others attending: Marcus Bevier, Amanda Schwend

Quorum Established? Yes

Additions to the Agenda: Dolly Hull Visit, Resources for Families

Training: None

Seating the New Policy Council Members - None

Past Minutes:

January, 2019 Minutes: Review and Adoption

Motion to approve January 2019 Minutes as presented

Motion made by: Jessica Carr

Second by: Brandon Nikodym

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – January, 2019

- Standard Board Meeting
- An executive session was held, issue was resolved with no further action needed

Leadership Team Meeting Minutes – January, 2019

- Wellness cohort-focuses on staff wellness to further incorporate wellness into the culture. Plan to focus on staff first and then move into how to pass this on to families
- Self-assessment in April, the date may need to be changed due to scheduling conflicts with conferences

Maintenance & Improvements Projects Update – Belle Center Purchase

- Belle Center purchase has been approved at the regional level and sent to Washington for final checks and signatures, Marcus will inquire on the progress if no word is heard by Friday, February 22nd
- Belle Center will need further improvements consisting of: re-facing the building to cut down on water entry, asphaltting the parking lot, if money is left over from the purchase a HVAC system will be installed
- A plumbing issue last month revealed that when putting in the fence, a pipe to nowhere was damaged. The line was rerouted to the city
- Northern sites received new light bulbs and ballasts where needed

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- Bison will take on a project to fix the breezeway. Carpet will be replaced with linoleum, new doors/glass to be installed to reduce draft

New Business:

Financial Summary Report: January 31st, 2019

- Head Start –about 40% of budget spent at halfway through the year. Other and Training are at about 60% each, other is high due to insurance payments that occur at the beginning of the year, this is normal and will even out. Several HS employees are taking college classes and going to conferences and trainings that account for the training expenditure
- Early Head Start – about 41% of budget spent with six months left in the year so looking good. Travel is low, supplies is normal. Training is high due to groups of home visitors doing PAT training in March
- Admin—Admin costs consist of overhead costs such as salaries and benefits, copy services, contractual services, and supplies. Looking good so far at 35% of admin budget spent
- In-kind – HS had a good month bringing in almost \$30,000. Center based is a little more difficult to get in-kind consistently. HS is about \$30,000 short of its current goal but are approaching the months that are historically better at getting in-kind in. EHS brought in less than HS but are still over the amount they need for the month and have exceeded their goal thus far by about 3%. We are at about 87% of the total goal and about \$5,000 ahead of where we are expected to be

Motion to approve the Financial Summary Report as presented

Motion made by: Georgia Amiotte

Second by: Sammie Ginsbach

Motion carried

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

- HS projected to be over by \$5,600, most of which is contractual. This is due to increased help from the Mental Health consultant who may go over her usual hours and a new IT contract that starts in March that is anticipated to cost more than the current one
- EHS is anticipated to be under by \$29,000 primarily due to the lack of a Harding County home visitor. The excess funds will be used to complete projects on the list designed specifically for this
- The Buffalo Mortgage will be paid off in May, opening \$500 a month on each side of the budget
- The purchase of the Belle Fourche Center will open \$2,200 a month

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

Motion made by: Jessica Carr

Second by: Georgia Amiotte

Motion carried

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Summary of Operations Report: January 31st, 2019

- Fully enrolled last month
- About 8 days left in February with the anticipation of being fully enrolled
- Drops are high this year, primarily due to families moving
- We have a lot of families that are considered homeless, 4 of which have received housing this year
- Monthly enrollment has seen 3 drops with all 3 slots filled for HS, 5 drops with all filled on the EHS side
- 5 over income on the waitlist for HS, some qualify as medically underserved
- All families on the EHS waitlist are over income
- FCP paperwork is coming in well with the exception of OLB, when given paperwork, it is explained to families the importance of the paperwork and how the information is used to tailor the program to family's needs
- Trainings at socializations are doing well, HS is a little behind due to weather
- BFC is having a career week
- HC is doing well for both socializations and home visit completion
- EHS is ahead of socialization goal
- National average of home visit completion is about 50%, our rate is 74% for HS and 77% for EHS
- OLB home visits are low. OLB2 is a new home visitor as of this year, weather has presented a challenge in the area for both home visitors. OLB3 was in a car accident and has not been able to work. Percentages should improve when she returns to work, the home visitor is doing okay but still needs to be medically cleared before returning to work
- EHS is looking really good, HC EHS is covered by Cara, Ruth, and mailings until a home visitor can be found.
- Attendance in BFC 1 is low due to illness and some family issues, the importance of consistent attendance is being stressed at centers
- TS GOLD winter observations are being completed, the report should be done by next meeting. BFC 1 kids were re-evaluated by the new teacher so some of their scores have been altered and may have dropped in some areas
- Developmental Screenings have been completed 100% in 45 days
- IEPs and IFSPs are mostly based on speech and articulation and are above the 10% requirement for the program
- Health data looking good. Dental follow-ups have increased but there are more that need to be done, growth rates are good. Immunizations are about 95% up to date program wide, considering the recent measles outbreaks, this is very good. Well child checks need to be completed. 12 month lead tests are at 100%, 24 month are lower but this tends to be affected by children turning two.

Motion to approve Summary of Operations Report

Motion made by: Georgia Amiotte

Second by: Brandon Nikodym

Motion carried

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Staff-Wellness- T/TA Wellness Cohort

- Striving for a holistic approach (mental, physical, and financial lessons) to help staff focus on their own wellness to help better facilitate relationships with families
- Stressors that affect families do affect staff, we would like to develop ways for staff to balance work with their own wellness to help reduce these stressors
- Meeting next week to discuss with the cohort ways to do this
- There is no funding associated with the cohort, we are willing to look for grants to help support ideas

Program Funding Letters- JTV and Neil Wanless

- Neil Wanless is reevaluating his approach and is considering a trust approach rather than giving money to singular entities

IT Issues-RFP Progress

- Met with Kirk Beauchamp on the 5th of February
- Contract will be for 6 months until the new program year
- The goal is to get our infrastructure back on track, primarily concerning email and sharing of documents with outlying sites
- This may require a move to Office 365

Hiring in Process: Bison Assistant Teacher, HC EHS HV

- Still advertising for a home visitor in HC, several interviews have been conducted but all have been unsuccessful
- Two candidates for a long term substitute position at Bison have been interviewed. The position will remain open

Incarceration and Homelessness

- Due to an upward trend of incarceration of parents, Marcus reached out to Sesame Street for materials on how to approach the subject with children
- Sesame Street sent a list of resources for topics that are difficult to broach with families and children
- Resources for incarceration, homelessness and grief were selected to provide developmentally appropriate ways to tackle tough issues

Dolly Hull Site Visit

- Dolly Hull will be doing a site visit April 16th-18th and will want to speak with some Policy Council Representatives about their experience in Policy Council

Motion to adjourn meeting at 12:30 pm

Motion made by: Georgia Amiotte

Second by: Brandon Nikodym

Motion carried

Next PC meeting date is scheduled for March 20th, 2019 at 11:00 am