

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: January 20, 2021
PC Business Meeting: 11:00 a.m. – 12:00 p.m.
Place: GoToMeeting

Roll Call: Jessica Albright, Bailey Richards, Jessica Carmichael, Jessica Carr and Kenzie Grant

Others attending: Marcus Bevier, Judy Petera, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda:

- Elect Vice and Vice Chair this meeting
- Marcus would first like a motion to seat Policy Council members Jessica Albright and Jessica Carmichael now

Motion to approve seat new members

*Motion made by: Bailey Richards
Second by: Jessica Carr
Motion carried*

- The decision to nominate the Vice and Vice Chair at this time was discussed.
 - Nomination for Chair – Jessica Carmichael
 - Nomination for Vice Chair – Kenzie Grant

Motion to approve Jessica Carmichael for Policy Council Chair

*Motion made by: Kenzie Grant
Second by: Bailey Richards
Motion carried*

Motion to approve Kenzie Grant for Policy Council Vice Chair

*Motion made by: Jessica Carmichael
Second by: Jessica Carr
Motion carried*

- Jessica Carmichael is now Policy Council Chair and Kenzie Grant is now Policy Council Vice Chair. Thank you, members. Jessica Carmichael will now head up the Policy Council meetings.

Team Communication:

Past Minutes

TREC Board of Directors Meeting Minutes – December 2020

- No Questions, No comments

Leadership Team Meeting Minutes – December 2020

- No Questions, No Comments

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Consent Agenda:

December 2020 Policy Council Minutes: Review and Adoption

- Members had the chance to review last month's Policy Council minutes
- No discussion, comments or changes.

Motion to approve December 2020 Minutes as presented

Motion made by: Jessica Carr

Second by: Bailey Richards

Motion carried

Policies, Procedures and Forms:

- No new policies at this time, just a tweak to one of our existing policies where no approval was needed.

Old Business:

Maintenance & Improvements Projects Update –

- Lemmon School: Marcus had an opportunity to tour the Lemmon Middle school along with others from our staff. They met with Superintendent Steven Bucks for this tour. We will be moving our Badlands Head Start site in Lemmon, as Lemmon School District is building a new school which will take over our current site's playground. The modular building, we now have, is pretty outdated and shot at this time. This would be a good opportunity for us to seek moving to Lemmon's Middle School for new center site.
- Lemmon's Middle School has the room for our services. The only thing really needed is a new boiler for the heat system. Middle school wing was built in 1990s, so it is in good shape and meets regulations. District is not tearing it down and is giving us a first shot at renting. The structure has office space, bathrooms, sinks in the classrooms, and a lot in back we could use for a playground. We are looking at a long-term rent. We are waiting to hear back on a negation item – we buy the boiler in lieu of rent for a while. We will also have to get Federal and State ok.
- OLB – We are still paying rent there, but holding no services. Reason we are still paying rent is that we are unable to get on reservation, due to Covid checks. We will wait and continue to check for covid lifts before we go down to gather the rest of our items and fully move out.
- No discussion on maintenance.

New Business:

Seating the New Policy Council Members:

- This was accomplished at the start of the meeting

Financial Summary Report: December 31, 2020

- Monthly Program Expenses – It was another standard month for expenditures. Items we have not spent much on – Training and travel due to Covid restrictions. We will continue to work on getting training materials and opportunities for our team, Marcus will work with Melissa on this. We are fortunate, as being one of the few educational places that are having in service classes state wide. A lot of other states are just doing virtual learning. We believe we have more impact with education learning in person, and that we are doing this in a safe manner. We want to continue in this direction.

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- Personnel and Benefits - No concerns, nothing unusual. Insurance is always pretty high for the first two months as we pay a quarter up front, then pay monthly from then out. We've spent 30% overall right now. Trying to get more people hired and provide meaningful training for staff and families. No discussion.
- Administration Costs— Fairly normal costs here and they usually remain the same month to month. Federal regulations keep us capped at 15%. Admin Costs are the things that don't contribute directly to the educational side, just there to keep the services running such as Human Resource, Finance, Executive Director. At 25% of the budgeted amount now. We never go over 15% of total budget. Looking fine as of now, no concerns.
- In-kind – We are a bit worried about In-Kind. On the HS side, we should have \$108,000 at this point, but only show having \$58,000. We did receive \$18,000 this month which helps, but is still low. It has been harder to communicate the importance of In-kind this year, as we are not having socials and other meetings. In-Kind is very important because parents do spend time with child and also help the program. We have to cost share 20% of overall budget or 25% of grant budget, and accomplish this through In-Kind donations. Please communicate with families of the importance of this to build up In-Kind monies. Circumstances from Covid is hindering, but won't have to send in a waiver on our grant, yet.
- Currently we are at 66% on EHS side, which is a bit better than the HS side. We still need to build this up. November was a better month, but we are down again this month. Please do your part and pass this along to those you discuss In-Kind with.
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Bailey Richards

Second by: Kenzie Grant

Motion carried

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

- Cash Flow projections - EHS project 92% under budget at this time. Benefits and wages: majority of \$60,000 is here. Missing two home visitors, an Administration Assistant, and an assistant teacher in Bison - this is why we are under budget now. We will get this back in line when we hire.
- Cash Flow projections - HS – \$90,000 under projections – mostly \$30,000 due to salary and benefits. We will continue to advertise to fill. Background checks are hindering us, as they are taking 6-8 weeks. SD has this problem state-wide in every agency. We are finding people less willing to fill out applications due to covid.
- There is a list of positions open. If you know of someone, please send them this way.
- Members had time to review the other reports prior to meeting
- There was no CANS Report this month
- No discussion

Motion to approve the Credit Card reports, Cash Flow Projections, Bank Statements, CANS Report, etc. as presented

Motion made by: Jessica Carmichael

Second by: Kenzie Grant

Motion carried

SF425-269 and SF425-272 Reports

- We have to submit expenditure reports to federal government.

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- The 269 is a semi-annual report and focuses on both obligated and unobligated funds. This shows the unobligated money we did not use and returned last year in the amount of \$59,105.84. This was due to no travel and less spending, training, building costs went down, things we did not anticipate. This form accounts for that.
- The 272 is a quarterly report showing how much we expended and dispersed. Receipts and spent – should match up.
- The accountant and Dorothy fill out these forms. Marcus reviewed both reports and they looked good.
- No discussion

Motion to approve the SF425-269 and SF425-272 Reports as presented

Motion made by: Bailey Richards

Second by: Kenzie Grant

Motion carried

Summary of Operations Report: December 31, 2020

- Data as of end of last month shows 63 enrolled in HS and 56 on the EHS side.
- We are under enrolled, however, we are doing our best to get more students in. We are missing staff and have limited classroom sizes, so even if we had full staff, we would still be under. We have an open Home Visitor position and lower amount of kids enrolled in Harding County. In Bison, we limited kids at center to 8 on Mondays and Tuesdays, then another 8 on Wednesdays and Thursdays. We have kids enrolled, have more on waiting list, but the ones on the waiting list are over income and we have to serve under income first or the under medically served first. Other SD centers/agencies are also short, too, mostly due to Covid. Been a challenge in recruiting new students.
- Family Partnership, Socials, and Family Support – things are coming in well on this side. Families are doing good work getting these in.
- No Social stats – due to Covid – most likely no more socials for this entire budget year.
- Not many drops this year. Most were in the last month. Mostly on Head Start side, but we have replaced most of those drops already.
- HV Observations: Virtual and HV rates. Both are looking good. Mostly trying to keep it in home visits. 86 to 90%, is excellent. When we have had to shut down centers, we are still maintaining good attendance records. We recognize staying safe, along with getting kids ready for kindergarten.
- Our services have just resumed class observations – Melissa has been doing these. We have had no home visits or socials observed, to date.
- The new DRDP screening stats just came in and we will show those next month. DRDP is the new assessment program we have incorporated. It looks a bit different than old system, but still shows if our kids are above or below expectations. This has been nice to see, and it shows more accurately where your child is actually at. A nice parent report will be printed for each individual child. This gives parents ideas to help them improve in specific areas. There is a baseline of where our kids are at, shows good at this time. CDC milestones and ICPs have come in good; hearing and vision are good, getting done on time. Physicals and dentals have been coming in, but some data has been pulled from past physicals. Not all families are going to the doctors at this time, those places are even sending out cards to remind people to come in.
- We are meeting the 10% requirement of child with disabilities. Our referrals are 14 on IEPs. We are exceeding between both EHS and HS side at 22%.
- Health & Safety Screenings: There looks to be three kids that still need dental follow ups.
- The area of Lead testing is low, we only 70% show completed. We need to improve on well child checks and lead tests.

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- With all the challenges and COVID, we feel we are doing pretty well.
- No discussion

Motion to approve Operations Summary

Motion made by: Jessica Carmichael

Second by: Jessica Carr

Motion carried

Hiring in Process: Receptionist/Data Support, Butte County HV, Harding County EHS HV, Assistant Teacher in Bison, and Substitutes at all sites.

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

Questions and Answers

- Covid is having an impact on everyone. We are looking to just get through the year. We are not setting high goals this year, we are just trying to support everyone through this. We try to remain optimistic.
- No comments

Motion to approve adjourn meeting

Motion made by: Kenzie Grant

Second by: Jessica Carmichael

Motion carried

Next PC meeting date is scheduled for February 17, 2021 at 11:00 am