

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: September 15, 2021
PC Business Meeting: 11:11 a.m. – 11:59 a.m.
Place: GoToMeeting

Roll Call: Bailey Richards, Kenzie Grant, Jessica Carmichael, Ariel Grusing, and Katie Helms

Others attending: Marcus Bevier, Judy Petera, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda: None

Past Minutes:

No June, July or August, only Call In Vote Minutes 8/04/21 and 8/10/21: Review and Adoption

- No discussion

Motion to approve Call In Minutes as presented

Motion made by: Bailey Richards

Second by: Kenzie Grant

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – No Meeting in August 2021

- No Questions, No comments

Leadership Team Meeting Minutes – No Meeting in August 2021

- No Questions, No Comments

Maintenance & Improvements Projects Update –

- Newell: Finishing up of foundation project with Todd Komes doing subfloor and flooring in Office, and Tyler Horn starting water and sewer portion on Monday, September 20.
- Bison – looking to approve the bid for deck replacement
- No discussion

New Business:

Financial Summary Report: August 31, 2021

- Total of Head Start & Early Head Start— We will have money left over to send back from our past grant year. Do not have a total amount at this time, as we have 90 days to close out, and bills are still coming in from 2020-2021 grant year.

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- Cash Flow Projection: We do not typically have a cash flow projection in September, as we are closing out last year's grant budget and beginning the new grant year. Bills continue to come in for last year, and we will not have an exact figure until those are paid to begin the new grant year budget.
- Head Start and EHS:
 - Starting with salaries, the HS staff was not back in until late August. We do not have all staff positions filled, so we have not been paying 100% of funds which contributes to being under budget in Salaries. Hard to foresee the future with the pandemic still in effect. We are looking up as we are filling positions, with more applications coming in and interview being set up.
 - Contractual – Insurances and such are all paid up front. It will be business as usual for both the HS and EHS side.
 - HS vs EHS funding – typically is costs less to run the EHS side, and you will see it has a lower budget due to that fact. At this time, we have spent 82% of our budget, and will be giving some monies back.
- QUESTION from PC: If there is money left over, can we give that to the staff that has stayed on during the pandemic? ANSWER: We do have some ideas in the works regarding that, however, it will not be funded out of the grant monies, as there are too many regulations preventing that. However, with the COVID monies, we have more flexibility in regards to rewarding staff that stayed. It will not be called a bonus, however, and we are still meeting with the BOD and Financial to make sure all rules are followed before making any decisions.
- Admin— on the EHS side, we are at 90% spent, and 80% spent overall. We are shorter staffed on the HS Side pulling that percentage down.
- In-kind –Thank you to both the HS and EHS families for stepping it up and getting in the extra In-Kind that we were lacking. We had HS families that also had EHS children in the program, that were able to fill out In-Kind and turn in on the HS side. The EHS families also maintained and slightly increased the In-Kind for August. We had looked at turning in a waiver for \$118,000, and the last few month's In-Kind monies have dropped that closer to \$30,000 for the waiver. Thank you to all families for spending that quality time with your children, getting them ready for school, and mastering other learning skills and goals.
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Katie Helms

Second by: Bailey Richards

Motion carried

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

- Generally, these reports are not gone over in depth as there is ample time to review them prior to the meeting. If you have any questions, feel free to ask.
- There were no CANS reimbursements in August
- No discussion

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

Motion made by: Bailey Richards

Second by: Katie Helms

Motion carried

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OHS Vaccination Policy

- We did not send out the policy to our PC members, as we just received this from our OHS, but after the meeting we will get that emailed to all PC members to review.
- OHS – sent an email out about mandatory COVID vaccinations by January 2022.
- OHS is involved in the rule making process
- Some of our BHS staff is vaccinated and some are not
- We have until January 2022 to fulfill this requirement, with some leeway of medical and/or religious beliefs refusals
- We are mindful to keep in our discussions regarding program options: How it will affect our program both positively and negatively; and will we have the work force to continue if mandated?
- No discussion

Bison Deck Bid

- John Blossmoe turned in a bid to remove and rebuild the Bison site deck for \$10,425.43
- Our current deck is made with wood that has perforations in it
- It is still stable, but needs yearly upkeep, sanding to keep splinters down, staining, etc. Upkeeps are ticking up every year
- We had Blossmoe give us a bid for deck made from composite material to reduce maintenance and give it more longevity
- No discussion

Motion to approve the Bison Deck bid of \$10,425.43

Motion made by: Bailey Richards

Second by: Ariel Grusing

Motion carried

2021-2022 Personnel Policies and Procedures Manual

- There were some changes, additions and corrections to our policy manual
- Pandemic policy added – carried over from last year
- Minutes to decimals chart for time sheet conversions
- Updated Organizational Chart
- Updated Pay Period Schedule & Holiday Chart
- Updated Orientation Non-HR form
- Kyle references were removed
- Hours of leave increased from 160 to 200 hours
- No discussion

Motion to approve the 2021-2022 Personnel Policies & Procedures Manual

Motion made by: Bailey Richards

Second by: Katie Helms

Motion carried

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Summary of Operations Report: August 31, 2021

- Enrollment Report: HS was not in session during the summer. EHS has been recruiting hard, especially in the Butte and Harding County areas as we are fully staffed there. The expectation is to have full enrollment by January 2022. We need to fill 12 slots from last month. We did have a few drops. Our wait list right now is mostly over-income eligible families, so we need to keep recruiting for income eligible at this time.
- Family Community Partnerships are coming in good.
- There have been no Socials or Social Observations due to Covid.
- Home Visits are good at 75% overall
- Assessments using DRDP – we have three assessments during the year. We saw good progression throughout the year last year.
- Hearing and Visions – good. Noticed that not all families are able to get in to doctor as easily as normal. We are still working with providers to ask for LEAD tests.
- No Discussion

Motion to approve Operations Summary

Motion made by: Kenzie Grant

Second by: Bailey Richards

Motion carried

Hiring in Process:

- We have ads still running for Harding/Perkins ASM, Bison Nutrition, Bison Assistant Teacher, Perkins County EHS Home Visitor and Education and Disabilities Specialist.
- Only had Harding/Perkins ASM position open for a month, no applications at this time
- We have people waiting on background tests for Bison Nutrition
- We had an offer for the Bison Assistant Teacher refused as they took another position in that town
- We have an interview set up for the Perkins County HV position
- We are taking our time searching for correct candidate for the Education and Disabilities Specialist position. We have some specific requirements to meet and limited population that meet those requirements.
- Advertising for all positions continue
- No resignations

Closing comments

- Thank you for attending
- Next meeting is Wednesday, October 20. Hope to have both in person and virtually to see if we can get everyone
- Next meeting will be longer and need to make quorum, as we need to vote in new Policy Council members and have a training session.

Questions and Answers

- No comments

Meeting adjourned at 11:49 am

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