

# Badlands Head Start: Prenatal to Five Policy Council Meeting

**Meeting Date:** October 20, 2021  
**PC Business Call in Vote:** 11:00 a.m.  
**Place:** GoToMeeting

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**Members Attending:** Kiley VanSickle, Krista Gerbracht, Jessica Drews, \*Emily Storm, \*Jessica Carmichael, \*Josey Bartsch. Call to PC Member \*Kenzie Grant was made to meet quorum and get approval vote on seating new members.

**Staff attending:** Marcus Bevier, Judy Petera and Wanda Dunn

**Quorum Established?** Yes, with call in vote

**Additions to the Agenda:** None

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## **Seating of New Members:**

- Marcus introduced new Policy Council Members: Kiley VanSickle, Krista Gerbracht, and Jessica Drews. Jessica Carmichael asked for motion to seat new members

### *Motion to seat new members*

*Motion made by: Emily Storm*

*Second by: Josey Bartsch*

*Motion carried*

## **Old Business:**

### **TREC Board of Directors Meeting Minutes – September 16, 2021**

- No Questions, No comments

### **Leadership Team Meeting Minutes – October 2021 Minutes, no meeting in September**

- No Questions, No Comments

## **Minutes Approvals:**

- **September 2021 PC Minutes: Review and Adoption**
- No discussion

### *Motion to approve PC September 2021 Minutes as presented*

*Motion made by: Josey Bartsch*

*Second by: Emily Storm*

*Motion carried*

**Policies and Procedures:** No Policies and Procedures and Forms at this time.

## **Maintenance & Improvements Projects Update –**

- Newell: Finishing up – just needing to complete concrete work

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- Buffalo – working on dishwasher repair
- Bison - leak in bathroom from rain, spotting on ceiling
- Bison – looking to do deck replacement
- No discussion

## **New Business:**

### **Financial Summary Report: September 30, 2021**

- Spending this month will be low, as start of the year
- Total of Head Start & Early Head Start— Spent \$49,900 - in personnel, benefits and travel last month
- Cash Flow Projection: No cash flow projection this month – will maintain a certain percentage of each category
- Head Start and EHS:
  - Starting with salaries, personnel and benefits – HS & EHS 9.34% spent on personnel, less than 1% on travel, and 9.86% other categories (insurances, etc.)
- Admin— Does not directly related to services with kids, it is just our overhead to operate the business
  - HS: Salaries & Benefits – 8.91% spent in Salaries, Benefits and Travels
  - Cannot spend more than 15% of budget in Salaries
  - Overall fine in administrative costs at this time.
- In-kind – Some of you are familiar with In-Kind,
  - In-Kind is how we make up our share of the grant. This shows how we support the grant
  - Chance for time spent with child, in addition to funding the program
  - Last month was low, due to cut off was early, only had one week we could show, it was less than \$26,000 we usually expect on HS Side
  - \$1400 total in In-Kind between both programs, however, usually expecting \$3-4,000
  - As year goes on, this does pick up as families know what to expect and have time to turn in
  - Usually net \$500,000 in In-Kind contributions on average per year
- No Discussion

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

*Motion made by: Emily Storm*

*Second by: Josey Bartsch*

*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.
- No discussion

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

*Motion made by: Emily Storm*

*Second by: Josey Bartsch*

*Motion carried*

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## **TREC 941 Report**

- We submit the 941, it is Employers Quarterly Federal Tax Return showing we are paying our payroll taxes
- No discussion

### *Motion to approve the TREC 941 Report*

*Motion made by: Emily Storm*

*Second by: Krista Gerbracht*

*Motion carried*

## **TREC IT Server Considerations**

- Informational purposes at this time only, no vote required at this point
- New exchange server
- Email runs on exchange server, Microsoft based
- Have had small issues with server in past months
- IT person – found new server is \$10,000 plus additional costs with licenses
- IT person recommended since Microsoft is ending their support for physical servers after 2025, no customer service, no security patches, no operating services, no physical hardware assistance – which would compromise our confidentiality via email. Move to cloud-based solution, Office 365.
- Phys Server \$14,380 vs. Office 365 of \$6,000 over 5-year period, plus additional set up costs
- Office 365 pros – low cost, 100% uptime (no down time for email), updated software yearly, access to all Office products, open file sharing for outlying sites. Very few Cons.
- Physical Server Pros: We now it, house our own data, manage our own backup. Cons: Will be shutting down, replacement costs, significant security risks, maintenance and break fixes need to be found, not up 100% of time
- Marcus just wanted PC to know about, not voting on this at this time
- No discussion

## **TREC Retention Bonuses**

- We have had this in discussion for a few months
- Given the times with COVID and stress added to employees, we are looking at this now
- This is for keeping staff, not for hiring more
- Workplace as changed – employment travels/moves jobs every 4 years on average rather than 30 years quite a few years ago
- We want to keep our staff, hard to recruit, hard to find those that qualify, backgrounds take time and you can lose those applicants that are interested that need employment sooner than background checks are back.
- We want to reward those that stuck this employment out under stressful times. This would be paid out of COVID monies provided this grant year. This is not normally under discussion with federal monies, as we are not sure we can do year after year in our budget.
- \$238,000 available monies to spend. Want to use a portion of these for retention bonuses.

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- Two-phase approach: Phase 1: Stayed until December 2021, Phase 2: Stayed until May 2022.
- Estimated at \$1000 per staff per phase that they stay
- Pros and cons were reviewed
- No discussion

### ***Motion to approve the TREC Retention Bonuses***

*Motion made by: Josey Bartsch*

*Second by: Kiley VanSickle*

*Motion carried*

### **Summary of Operations Report: September 30, 2021**

- Struggling with enrollment HS have 66 out of 91 expected
- Other programs are struggling, too
- Only one drop at this time
- EHS has 59 out of 68, even with 3 drops and have 2 on Over-Income wait list
- Parent Surveys looking good
- Socializations are back and attendance was good
- HS HV Rates are looking good, Centers as well – at 83%
- EHS are doing okay at 77%
- No observations
- Attendance is good
- Screenings – all 45 days are in; Dials, ASQs and IEPS are all coming in nicely
- Health data – just getting started, but looking good, have a few more to collect. We have traditionally struggled in the LEAD tests; immunes are at 90%
- Good first month in part – new families, new classrooms, getting everything completed
- No Discussion

### ***Motion to approve Operations Summary Report***

*Motion made by: Kiley VanSickle*

*Second by: Josey Bartsch*

*Motion carried*

### **Hiring in Process:**

- Seeking to fill the following positions:
  - Bison Center Assistant Teacher – waiting on background checks
  - Bison Center Nutrition Services Support - hired
  - Perkins/Corson County Home Visitor – waiting on background checks
  - Harding & Perkins County ASM – no applicants as to date
    - Marcus is fielding this position until we get an ASM up there
    - Angie Vissia, Butte County ASM will assist Marcus with Harding County
  - Education and Disabilities position – extremely hard to fill, hope to set up an interview next week

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## **Closing comments**

- Thank you for attending
- A lot of information was shown today, will get into the flow of things and items will make more sense

## **Questions and Answers**

- No comments

*Meeting adjourned at 11:54 am*

*Next PC meeting date is scheduled for Wednesday, November 17, 2021 at 11:00 am*