

Badlands Head Start: Prenatal to Five Policy Council Meeting

Meeting Date: December 15, 2021
PC Business Call in Vote: 11:00 a.m.
Place: GoToMeeting

Members Attending: Jessica Carmichael, Kiley Vansickle in person, and Julia Lermeney, Ariel Grusing, Kayla Spickelmier calling in.

Staff attending: Marcus Bevier, Judy Petera, Wanda Dunn and Misty West

Quorum Established? Yes

Additions to the Agenda: None

Seating of New Members:

- At next meeting we will set the Chair and Vice Chair and seat any new members.
 - An email needs to go out for PC members to determine who to nominate
- New Policy Council Member Kayla Spickelmier was seated at this meeting
 - Motion by Jessica Carmichael
 - 2nd by Kiley Vansickle
 - Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – November, 2021

- No Questions, No comments

Leadership Team Meeting Minutes – November 2021 Minutes

- No Questions, No Comments

Minutes Approvals:

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

Motion to approve PC November 2021 Minutes as presented

Motion made by: Julia Lermeney

Second by: Jessica Carmichael

Motion carried

Policies and Procedures:

- To be covered under New Business

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Maintenance & Improvements Projects Update –

- BF Admin Building – Advanced Specialties via Frontier Glass will be installing new back doors.
- Newell: Finishing up – just needing to complete concrete work – Todd Komes to do work and has started, we will check with him to see when he would pour. Would like to complete before it get's too cold to finish.
- Lemmon and Bison - leaks from rain being addressed - Brandon Lamphere needs to be called back to see when he can get this scheduled.
- No discussion

New Business:

Financial Summary Report: November 30, 2021

- Personnel and Benefits: ¼ of our Budget has been spent in personnel and budgets, which is on track for this grant year. Numbers are lower this month, as we are back to our normal two pay periods for a month.
 - Insurances and installments are high because we pay installments ahead of time.
- Travel, Training and Tech Assist slow to move. We have been short staffed, so not all that could attend trainings. Some sessions are virtual, so lower costs. We are looking to get more into training in future: Becky Funk – Handle with Care; sending staff to Pyramid Training model, which covers challenging child behavior issues.
- Still looking to fill positions of Harding and Perkins Counties ASM, Assist Teacher in Bison; low spending in EHS 18% benefits, and numbers are down in regular pay as per short staffed numbers.
- Insurances – paid up ahead of time, and have had some rate increases, but remain on track.
- EHS – Travel, T&A, all home visitors have to renew yearly, so our budget numbers will be higher there
- Admin costs:
 - 20% spent HS side - mostly in personnel and benefits and with the contractual category (accounting)(copier)
 - EHS – 20% spent on EHS
 - In-Kind
 - Picked up last few months.
 - First month short, not much in collection time, but picked up in the last few months
 - \$23,781 in on the HS side, which is near target
 - EHS – \$18,914 came in last month – behind target only 60% target
 - OHS – may or may not renew flexibilities in program allowing renewal or not, so we continue to try and meet In-Kind
 - Overall \$75,890 in out of expected \$130,254 – down from 1st month low numbers
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Jessica Carmichael

Second by: Julia Lermeny

Motion carried

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

- We do have the cash flow projections now for this meeting, and will review them verbally. Can send out if PC Members are interested in reviewing.

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- Shows we are \$15,000 under in personnel and benefits, as we are missing Education and Disabilities, Harding/Perkins Counties ASM, and an Assistant Teacher in Bison being filled.
- Under on :
 - Personnel
 - Over on benefits
 - Under on contractual (Mental Health Consulting bills are low)
 - Under on Child Plus contractual
 - Over on Tax Return
 - Overall \$15,552 projected under, but should level out with hiring personnel
- EHS project under budget
 - Missing the ASM and Ed and Disabilities position being filled
 - Shows \$11,000 in benefits
 - Showing over budget in training and a few other categories
 - Under in most other categories
- No discussion

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

Motion made by: Kiley VanSickle

Second by: Jessica Carmichael

Motion carried

Summary of Operations Report: November 30, 2021

- HS is showing as under enrolled
 - Due to centers are short filling slots. This is not due to lack of recruitment, however, but, mainly people are hesitant to join our program this year due to COVID and any government funded programs.
 - We have 65 enrolled out of possible 91 in HS side
 - Some kids coming in January – should take us to over 70 kids then
 - Many statewide programs are low, due to staffing and hard to get back on their feet to handle all the children
 - Hard to find quality staff due to HS requirements, which is even more challenging in rural areas
 - 6 kids on wait list – all over income
 - Not a ton of drops, most are due to families moving in other areas we don't provide services
 - EHS – short on enrollment, but we do have apps that are coming in
 - Hope to be over 60 by January 2022
 - Have had some drops – 5 this month
 - Wait list is 2, both over income
- Family Partnership Agreements – coming in fine at 90%
- Socializations – going well. Started them again, 19 out of 18 for HS, and 32 held out of 36 so far EHS, well attended
- Home visits – rates have dipped due to
 - Staff attending PAT in October
 - Sickesses statewide – covid, flu, RSV, and hand and foot in our towns.
 - 70% met on HS side
 - 65% completed on EHS side
 - Look for make ups most likely after first of the year
 - May be a drop in December, staff off for holidays

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- Attendance
 - Low, due to sickness in the towns
 - Still at 85% or above, so looks ok
- Developmental Screenings – coming in well at first check point. Report available next month. Numbers look similar to last year. HS Side shows kids looking more kindergarten ready.
- DRDP – data coming in good. Analyzing now.
- 45 days – going well
- Missed one 90 day. Family refuses to go or make up.
- Students with disabilities are at 13 total, 10% in both programs
- HEALTH – all looks good, Lead works needs work, this has been challenging – those with small kids, hard for some to have child get one more test by poke in the finger at visit to run this test, and some providers do not find it necessary
- Immunes – look good
- H&V – look good – 94% completed
- Dental – look good overall, keep working with parents. Dental bus will be coming, and families do seem to visit the Dental Bus rather well – at 60% now.
- No Discussion

Motion to approve Operations Summary Report

Motion made by: Kiley VanSickle

Second by: Jessica Carmichael

Motion carried

Vaccine Requirement – Final rule and Policy Promulgation and items

- OHS issued final rule, with comments needing to be heard yet.
- We will develop policy around masking and vaccine requirements, some exemptions will apply
- These policies should be out right after the first of the year
- Right now, we are requiring staff to get vaccinated
- Challenges to final rule – set to go to Senate tomorrow
 - Thune to present to Senate mandate – need to remind senate that we have remained ahead of curve by putting in place all the safety precautions set by CDC.
 - We have been fully open with services by operating in safe and secure procedures
 - Cancelled socials, no large group gatherings
 - Kept classrooms open,
 - Difficult for some to understand the ramifications of the final rule
 - We fear we may lose staff and/or families due to these rulings
 - Lawsuits by others are started to try and get things changed are in the works – promote autonomy in certain programs
 - Cases are low in our areas, PCR rates high, but we have taken precautions to help keep all safe and keep centers/hv open to promote kindergarten readiness
 - Children may lose emotional-social development services they require
 - Doing our best to comply now

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- Broad in nature to preserve staff and families
- Questions:
 - Carmichael had a comment – All of us need to be careful what information is getting out about the mandates and how it impacts the families. There has been some over reaction in families by mixing wrong information. We need to do our best to be clear, so they know how it will impact them.
 - Marcus – Yes, we need to be clear, get things right, all while keeping an eye on global landscape with OSHA challenges, (injunction to halt). BHS anticipated the vaccine mandate, however, not the mask mandate. We will be prepared and we will have exemptions. If any questions, have them call the Administrative Staff for clear information – we encourage that.
 - Not sure if this will be the actual requirement until settled.
 - Vaccine are for staff only. Not BOD, not PC. Not families.
 - We will be working with the parents as we go
 - Encourage all to reach out and write in on the final rule. Link will be sent out to all.
 - Ensure we are being reasonable and just in all that we do.
 - Have families reach out to Admin Staff if they have any questions

Motion to approve Vaccine Requirements – final rule and policy promulgation and items

Motion made by: Kiley VanSickle

Second by: Jessica Carmichael

Motion carried

Hiring in Process:

- Recommendation to Hire Kim Thompson for Education and Disabilities position
 - Kim is qualified and has educational requirements met
 - Had a great interview and we were able to have her visit on site
 - Excited for what she could bring to the team
 - Shows same values we have here as a culture
 - Been in Head Start for past 15 years, included classroom teaching, worked in blended classrooms, no home visit experience, but expect that to come easily.

Motion to approve hiring Kim Thompson as Education and Disabilities position

Motion made by: Jessica Carmichael

Second by: Kiley VanSickle

Motion carried

- We are still seeking to fill the following positions:
 - Bison Center Assistant Teacher – no applicants
 - Harding & Perkins County ASM – two applications in
 - Butte County EHS Home Visitor

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- Butte County – Part Time HV/Nutrition
- Substitutes at all sites

Closing comments

- Thank you for attending
- Health and Safety meeting starting at noon. Please stay on if you would like

Questions and Answers

- No comments

Meeting adjourned at 11:50 am

Next PC meeting date is scheduled for Wednesday, January 19, 2022 at 11:00 am