

Badlands Head Start: Prenatal to Five Policy Council Meeting

Meeting Date: January 19, 2022
PC Business Call in Vote: 11:00 a.m.
Place: GoToMeeting

Members Attending: Jessica Carmichael, Krista Gerbracht, Kayla Spickelmier, and Jessica Drews attending via GTM.

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

Quorum Established? Yes

Additions to the Agenda: Vote in Chair and Vice Chair; Delay implementing Vaccine and masking policy until court proceedings cease. IFR

Seating of New Members:

- No new members to seat at this meeting

Old Business:

TREC Board of Directors Meeting Minutes – December 16, 2021

- No Questions, No comments

Leadership Team Meeting Minutes – December 14, 2021 Minutes

- No Questions, No Comments

Minutes Approvals:

- **December 1,5 2021 PC Minutes: Review and Adoption**
- No discussion

Motion to approve PC December 2021 Minutes as presented

Motion made by: Krista Gerbracht

Second by: Jessica Carmichael

Motion carried

Maintenance & Improvements Projects Update –

- BF Center – re-sheetrock the walls, will send out Bid letter to contractors
- BF Center – reseal the floors after sheetrock project
- Newell – pouring new sidewalk, waiting for warmer weather to pour
- Lemmon – we have signed a 5 year lease, and are prepping to move to old Middle School of Lemmon School District. Renting for \$1500/month. There is interest from an outside company to purchase this same building, if they do, they would honor our 5 years. BHS may apply for funding to purchase the building.
- Lemmon playground needs reviewed
- Bison deck refinished.

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- No discussion

New Business:

Nominations for Chair and Vice Chair

- Nominations for Jessica Carmichael for Chair

Motion to nominate and vote in Jessica Carmichael for Chair

Motion made by: Kayla Spickelmier

Second by: Krista Gerbracht

Motion carried

- Nominations for Krista Gerbracht for Vice Chair

Motion to nominate and vote in Krista Gerbracht for Vice Chair

Motion made by: Jessica Carmichael

Second by: Kayla Spickelmier

Motion carried

Policies and Procedures:

- Will be addressed and voted on below after Self Assessment Plan

Financial Summary Report: December 31, 2021

- Monthly Program Expenditures
- Personnel and Benefits on the HS side show \$50,000 spent in personnel and \$13,000 in benefits
- Personnel and Benefits on the EHS side are at \$31,000 and \$9,000 respectively
 - Marcus met with Wellmark to discuss alternative options.
 - Looked at Avera Health and Sanford Health plans, found those were cost prohibitive and out of area.
 - Wellmark did offer different plans, still cost prohibitive to bring families on.
 - There is a lack of competition in SD to find more reasonable rates.
 - We will continue looking into this matter for a more economical solution to add families to our insurance.
- Training and Tech – Spending here still a bit low. Did have a few staff attend virtual conferences. Will spend monies later with Mental Heal attending the Handling with Care Conference later this year.
- Travel and trainings – lower due to virtual meetings rather than in person and traveling
- At 30% of total budget spent overall
 - New team member starting 1-31-2022.
 - We are under budget now, and hiring new Education and Disabilities staff will help draw that down
- Monthly Admin Expenditures
 - Admin costs holding steady.
 - Focus is mainly on Personnel and Benefits which are our higher costs – are remaining steady.
 - Contractuals - Paying our Accounting adds to that column.
- In Kind contributions – down in December – people out and sick, holidays, attendance lower, not as much change for families to spend the time with their children

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- \$13,500 HS side and \$13,840 on the EHS side.
- Looks like a waiver to meeting In-Kind obligation will be in mind mostly due to staffing issues and lower numbers of enrolled children
- Overall on both HS and EHS we should be at \$173,00 expected total and are only at \$103,000 for both programs
- Need to keep working on this and get more in-kind turned in. Please mention In-Kind at the socials and family meetings. Remind them this is an opportunity to work with your children, and helps us keep up our financial obligation with Federal grant.
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Krista Gerbracht

Second by: Kayla Spickelmier

Motion carried

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

- We generally do not discuss on these, as they are computer generated and all are sent out early to give Policy Council members time to look through them.
- No discussion

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

Motion made by: Krista Gerbracht

Second by: Kayla Spickelmier

Motion carried

Summary of Operations Report: December 31, 2021

- It has been noted that the Office of HS is not going to penalize programs for not meeting full enrollment, it has been extended. Still need to do our diligent part in working toward and obtaining full enrollment.
- Enrollment is at 67 out of 91 in HS
- Enrollment is at 58 out of 68 EHS
- Looks like we will apply for enrollment reduction of 10% and not lose funding in the near future. This 10% reduction need is due to lack of staffing to sustain our classrooms and home visits. We have been sending other staff around to sub, been hard on the entire program. We do need more staff at all of our sites. If you know of anyone, please send them our way. Lowering enrollment number 10% would not have much affect on classroom, just the home visiting side.
- Wait list – all those on the wait list are over income at this time.
- Drops are a bit higher than normal in both HS and EHS. Total drops to date: 7 HS 15 EHS.
- Parent Surveys – all coming in well
- Socializations – going well, and we are doing them safely
- HV rates – lower than normal. 71% on HS side and 63% EHS side.
 - Usually see EHS in the 70% percentile.
 - Perkins HV is no longer with us. Only 3 out of 15 visits, which affects our numbers
 - Butte B HV was out for a portion of time, also lowering our numbers

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- Attendance – last month was rough, due to a lot of sickness in the communities and due to time out with the holidays. Bison closed school at one time. Belle Fourche has been ok. Lemmon all was good. Pandemic seems to be worse this year. We are still experiencing a rise in cases.
- DRDP – came in fine. Aggregation report should be complete next month. Shows work we are doing with children, indicating they are getting ready for Kindergarten.
- 45 days/Dials/ASQSEs: are at 100%
- Disabilities for IEPs and IFSPs - at rate we need to be at
- HEALTH – looking good. Only a few hearing and visions need to be completed
- Lead bloods – need work as usual. Found there have been shortages in test strips
- Hearing and Vision – looking good
- Dentals – only about half in at this time
- Immunes – doing good.
- No Discussion

Motion to approve Operations Summary Report

Motion made by: Krista Gerbracht

Second by: Kayla Spickelmier

Motion carried

Self-Assessment Plan

- Every year we engage in Self-Assessment Plan, to foster improvement in the program. BHS gathers as a team, ask questions and gather data that show up in numbers, and review other areas that are being noticed.
- Cover Education, Health, FCP, and organizational wellbeing and self-care.
- Self-Assessment is required through several policies and legislations and standards.
 - Self-Assessment drives the of quality of services, workplace, and engagement with families.
 - Will be done in April 2022.
- Instruments we use are self-developed, we make charts and graphs with gathered data and or talk about what has been happening during the year we need to focus on.
- Formulate plan to improve as a program.
- From the SE plan, we generate a summary of findings. The summary indicates how we carry out our improvement plan.
- No discussion

Motion to approve Self-Assessment Plan

Motion made by: Krista Gerbracht

Second by: Jessica Drews

Motion carried

Policies and Procedures:

- Delay in Policy Implementation for IFR

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- BHS was working to roll out masking and vaccine requirements and mandates, and provide information to parents.
- Morning of January 1, there was a ruling in District Court plaintiffs that determined the vaccine and mask mandates from OHS was unjust on 3 main principal issues
 - Violated administrative procedures act – in the notice and comment area, and good cause areas
 - Violated States Right 10th amendment – state police power imposed on states, that the state has the right to do that or not by that state, not by OHS.
 - Violated separation of powers – size and scope was too large on this, too broad of scope for an agency, it should be a Congress decision.
- We are not beholding to these rules at this time. Fed Gov was restrained implementing these rules for the interim.
- Last month you voted to implement these items.
- Today, looking for vote to delay these proceedings until court ceases on these
 - May lose families and staff due to these mandates if they are implemented

Motion to delay the implementation of vaccine and masking polices

Motion made by: Jessica Drews

Second by: Krista Gerbracht

Motion carried

Hiring in Process:

- We are still seeking to fill the following positions:
 - Bison Center Assistant Teacher
 - Harding & Perkins County ASM
 - Butte County EHS Home Visitor
 - Butte County – Part Time HV/Nutrition
 - Harding County – EHS Home Visitor
 - Perkins County – EHS Home Visitor – interview tomorrow
 - Substitutes at all sites
- Harding County and Perkins County population numbers to find staff there are low there, and makes it harder to find qualified personnel.

Resignation Status

- Judee Wilson will be resigning as ASM in February. May stay on as substitute.
- Virginia Utter, Perkins County EHS Home Visitor has resigned
- Kerry Wilson, Harding County EHS Home Visitor is resigning as of 2-10-22.

Motion to approve Self-Assessment Plan

Motion made by: Krista Gerbracht

Second by: Kayla Spickelmier

Motion carried

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Closing comments

- Thank you for attending. Thank you for your time and commitment. This year has been harder this year with case numbers and staffing.
- If you know of people that would be good to hire, please let them contact us.

Questions and Answers

- No comments

Meeting adjourned at 11:53 a.m.

Next PC meeting date is scheduled for Wednesday, February 16, 2022 at 11:00 am