

**BADLANDS HEAD START: PRENATAL TO FIVE
TREC BOARD OF DIRECTORS
MEETING MINUTES**



Meeting Date: March 21, 2019
Board Business Mtg.: 5:30 p.m. to 7:30 p.m.
Place: Belle Fourche Administration Bldg.
Telephone Number: 605-723-8837

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Roll Call:

Members Attending: Janine Short, Jennifer Nelson, Brad Brunner
Members Absent: Rena Hymans, Nika Avalos
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle
Business meeting began: 6:22

Training: Child Abuse and Neglect

Additions to Agenda: Marco, Principal Form 5500

TREC Business:

BOD Roster & New Member Recruitment

Team Communication

PC Minutes – February, 2019

- No discussion

LT Minutes – February, 2019

- No discussion

Consent Agenda

February, 2019 BOD Minutes:

- No discussion

Motion to approve February 2019 Minutes

Motion made by: Janine Short

Second by: Jennifer Nelson

Policies, Procedures & Forms

- No discussion

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Old Business:

Maintenance & Improvement Projects: Belle Center Purchase

- Belle Center purchase is at the Office of Grants Management awaiting signatures
- Projects at the Belle Center are waiting on the purchase, other projects are weather dependent

New Business:

Financial Summary Report: February 28, 2019

- Head Start –about 55% of budget spent. 40% is tied up in contractual for the new IT contract, Mental Health, Coaching, etc. Other is at about 70% due to insurance payments that occur at the beginning of the year. Training has increased, two HS home visitors are at PAT training this week, several center staff will be taking college courses over the summer and will be sent to CLASS training in the fall
- Early Head Start – about 45% of budget spent. Four EHS home visitors are at PAT training this week to account for training costs. These trainings are important because it helps empower staff and allows them to come back and share what they learned
- Admin—Admin costs are monitored closely and will not exceed 15% of the total budget. Thus far, only 44% of the admin budget has been spent
- In-kind – HS needs to increase in-kind as they are at 80% of their goal and only have 2 months left to complete it. HS needs about \$100,000 to complete the goal. Parents should be reminded, in both center and home visits, the importance of completing in-kind from both a personal and programmatic view. EHS is doing well at 112% of their goal. Combined, in-kind is at 92% of the total target

Motion to approve Financial Summary Report as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

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

- HS projected to be under budget by \$3,100 which includes school closures and a more realistic adjustment to the IT projection
- EHS is projected to be \$37,000 under budget due to a missing home visitor in Harding County. Michaela has agreed to substitute this position until a home visitor has been found. Cara may continue to see her EHS kids throughout the summer but Michaela may be asked to take over if Cara cannot do it
- Money will have to be spent at the end of the year, a list of projects has been forming to ensure all funds will be spent

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Motion to approve Full Credit Card Reports, Bank Statements, Cash Flow Projections, CANS Report, Shopko & Sam's Club

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Summary of Operations Report: February 28, 2019

- Fully enrolled last month
- Chance there will not be full enrollment for March, though there are 9 days left to get there and recruitment is pushing hard to prevent the occurrence of chronic under enrollment
- Drops have occurred for both HS and EHS, most of the slots have been filled
- Drops are primarily due to families moving or time constraints
- Waitlists are all over income
- FCP paperwork is coming in well
- Socials are being completed, though attendance has been low or absent, most likely due to extreme weather
- Butte County has been going on a lot of field trip socials which will discontinue regularity as sites are not CANS approved and the lack of attendance creates an inconvenience for site staff
- Weather has been a contributing factor to both low home visit completion rates and center attendance rates. Weather, combined with illness, will see low rates for March as well
- Home visit completion is looking good overall on the HS side, OLB 3 was in a serious accident in late February and missed nearly two weeks of work due to this
- EHS home visit completion looks good. HC low due to a lack of home visitor, Michaela has been asked to substitute in this area to increase regularity for these families
- Attendance was low for February and expected to be low for March. The effect of absenteeism has been discussed with Policy Council. Part of the low attendance can be contributed to families with multiple children. When one child is sick, parents tend to keep all children home
- TS GOLD came in for both programs
- ICPs are coming in well
- DIALs and ASQ:SEs are at 100% within the 45 days
- Disabilities meet the percentage needed, 4 more referrals are in process and waiting on parental action
- Physicals and dentals need to be completed, OLB home visitors are being required to have parents call and make the appointments as part of the home visit lesson plan, this still depends on parents following through with the appointment
- Current immunizations are looking good
- EHS needs to increase the completion of well child checks, sometimes when a child get sick and a parent takes them to the doctor, the parent thinks that it qualifies as a well child check, it does not. Parents are also receiving misinformation from doctors who dismiss the 30 month well child check
- Both HS and EHS need to complete dental follow-ups
- 24 month leads need to come in as many children have gone from 1 to 2 years old
- Heights and Weights are coming in well

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- Aggregate BMI data is looking good with 115 kids at the appropriate weight and only 25 that are either over or under weight

Motion to approve Summary of Operations Report and other Monitoring Reports as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Winter Aggregation

- Aggregation shows growth in all areas, some areas we would like to see a little more growth in over the next assessment period, particularly in mathematics
- A new teacher for BFC1 assessed the children in that class so some may appear to have regressed but overall there was growth
- Some children were new since the last assessment period, this one serves as a baseline for them, all of OLB2 fall into this category
- We are excited for the spring aggregation
- Significant behavioral challenges have presented themselves this year which can affect the outcome of this assessment. These behaviors have been monitored and meetings have been set up with parents to help mitigate the issues

Motion to approve Winter Aggregation

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Principle-Form 5500

- Loss due to market fluctuations and participants drawing on funds

Motion to approve Principle- Form 5500

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

CANS Review

- CANS reviews were done at both Lemmon and Belle Fourche sites
- 8 pages of corrections to be made were sent back to us, Melissa Halling said that we are doing well and that 8 pages was the minimum amount of corrections going out. Several new regulations have taken effect and is the primary cause of the lengthy corrections
- Most corrections were small, consisting of information clarification, the need to adjust the disability statement on the website and the updating of information that we receive from the school districts
- All corrections have been made and submitted

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- This review will result in extra training for staff

CLASS Score

- CLASS Score will cause us to recompetete, overall scores were not bad, only in the bottom 10% in one area
- Megan Larson is being scheduled to attend preservice for Effective Interactions Training
- Staff will be sent to CLASS training in October
- The last 5 years of reviews will be examined, only one review has been done during that time and there were no findings or concerns
- Restructuring is part of the process, service areas may be split. We will lose OLB as reservation communities will not be available to us at either a Federal or Regional level
- Over 90% of those who have had to recompetete have gotten their grant back

Marco

- Has new non-profit rates as outlined in the provided packet, that would save money over the current contract
- The current contract is up in August, a Request for Proposals will need to be sent out for the bid process
- Services are usually set for a specific term with reevaluation each year

Staff Wellness—T/TA Wellness Cohort

- Marcus will be scheduling another meeting shortly as the last has been delayed due to weather and illness
- Misty, Marcus, Melissa and Becky are designing things to help staff take care of themselves which in turn will help them better take care of their families
- A survey is being created that will be handed out to staff when complete
- This survey will help plan activities and create modules that will be based on individual needs
- Becky presented leadership team and direct services staff with a self-care wheel and questionnaire to determine what self-care looks like for individuals
- The goal is to embed self-care into our culture and to help those who may not recognize the need for self-care
- We would like staff to understand vicarious trauma, how to mitigate the negative effects of their daily experiences, and how take care of themselves by offering ways to do so
- There is no funding associated with the cohort so creative solutions are mandatory

Program Funding Letters – JTV and Neil Wanless

- No updates

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IT Issues

- New contract started with Computer Guy at the beginning of March
- Kirk has visited the office a couple of times and has seen some of our sites
- He is currently working on email issues

Hiring in Process: HC EHS HV, Bison Assistant Teacher

- Two long term subs have been assigned to Bison
- HC position will be advertised heavily in the coming months, until then, Michaela has agreed to be a home visitor substitute until a home visitor is found

CPA Issues

- Casey Peterson presented the idea of moving to Quickbooks last May, they wanted to get together to discuss the transition but never followed through
- The company made an organizational decision to move away from their non-profit accounting software without consulting clients first
- In December they transitioned to Quickbooks
- Quickbooks will not split by program which is needed to satisfy auditors and the federal government, this also makes it easier to find errors when necessary
- Dorothy has had to check all accounts payable and payroll reports since
- Casey Peterson is not concerned about the accuracy of the split, only the total amounts for the whole program
- Multiple people take care of portions of the accounting and communication between them is poor
- Casey Peterson is moving toward outsourcing all payroll and claim that it would be cheaper in the long run, based on the cost for a company twice our size. We would not be paying Casey Peterson to do it so our cost for their services would go down, however, we would also be paying the other company for their services
- Hiring in-house accounting services is not cost effective

Meeting adjourned at 7:35 p.m.

Next Meeting Date: April 18th, 2019