

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



**Meeting Date:** April 18, 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:** Rena Hymans, Jennifer Nelson, Brad Brunner  
**Members Absent:** Janine Short, Nika Avalos  
**Quorum Established?** Yes  
**Non-Members attending:** Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle  
**Business meeting began:** 6:20

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**Training:**

**Additions to Agenda:**

**TREC Business:**

**BOD Roster & New Member Recruitment**

- Jessica Carmichael brought back her background check and child abuse and neglect paperwork, Marcus will follow up
- Brad suggested contacting Melinda Wolf to gauge interest in a position but she may be too busy with in home care

**Team Communication**

**PC Minutes – March, 2019**

- No discussion

**LT Minutes –March, 2019**

- No discussion

**Consent Agenda**

**March, 2019 BOD Minutes:**

- No discussion

*Motion to approve March, 2019 Minutes*

*Motion made by: Rena Hymans*

*Second by: Jennifer Nelson*

**Policies, Procedures & Forms**

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## Old Business:

### **Maintenance & Improvement Projects: Belle Center Purchase**

- Belle Center purchase is at the Office of Grants Management waiting for approval to draw down
- A meeting will be set to draw up a purchase agreement. The intention is to negotiate the price down so we can fix the façade rather than having the owner do it before purchase

## New Business:

### **Financial Summary Report: March 31, 2019**

- Head Start –about 63% of budget spent. There is no equipment on the Head Start side. Training and TA had a (\$77.00) due to a reimbursement
- Early Head Start – about 50% of budget spent
- Admin—Admin costs consist of overhead costs such as salaries and benefits, copy services, contractual services, and supplies. Looking good so far at 52% of admin budget spent
- In-kind – HS is at about 80% of its target at the end of March, which is lower than previous years. HS has brought in about \$150,000 but needs to reach about \$230,000. Ashley brought up that a lot of parents are unsure as to how many activities they should be doing on a daily basis given the numerous activities that can be counted on the in-kind sheets. She suggested that more training be given to parents on how in-kind works so they have a better idea of how it is used. Over the summer a crosswalk will be developed between the in-kind activity sheet and the resource binders that all direct services staff have access to, to better facilitate understanding and to provide ideas for activities that can be done to satisfy each of the areas covered by in-kind. EHS is ahead of target, having reached 115% of their total goal. 93% of the program goal has been reached

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

*Motion made by: Jennifer Nelson*

*Second by: Rena Hymans*

*Motion carried*

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

- EHS is under budget due to the lack of a home visitor in Harding County, Projects are being prioritized though some are dependent on the completed purchase of the Belle Fourche Center
- HS is about \$3,000 under budget after snow day make ups are added in

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

*Motion made by: Rena Hymans*

*Second by: Jennifer Nelson*

*Motion carried*

## **Summary of Operations Report: February 28, 2019**

- Fully enrolled last month
- Homeless numbers are high, primarily due to multifamily homes
- 6 families on each side have gotten housing this year
- Waitlists are small, 7 on the HS side and 8 on EHS, the majority of which are over income
- FCP paperwork is coming in well
- Socializations are behind due to weather and cancellations
- Home visit completion for HS is at 70% for the year. OLB is struggling. OLB was closed for a week due to severe weather. OLB2 home visitor was out an additional week for PAT training. OLB2 home visitor will provide visits into June
- EHS Home visit completion is at 77% despite the lack of a home visitor in Harding County. Those families are being seen by Ruth and are supplemented with weekly mailings. Cara will take over those visits during the summer
- Observations are doing well and will increase over the next month as scheduled observations are completed
- Attendance is good overall, though BFC1 has low numbers due to weather, illness, and familial issues
- GOLD spring checkpoint is approaching
- 45 and 90 day requirements are at 100%
- IEPs and IFSPs are above the needed percentage, all referrals are waiting on outside action
- Spring heights and weights are coming in
- Immunes up to date are looking good
- 12 month Leads are looking really good, 24 month leads need some work. This is partially due to providers in Buffalo and Bison refusing to do the tests. We need to work with providers on this and empower families to exercise their right to the test even if they live in a low risk area
- Well Child checks for HS are doing well. EHS has more well child checks to do, and providers tend to overlook the 15 and 30 month checks which lowers the numbers

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

*Motion made by: Rena Hymans*

*Second by: Jennifer Nelson*

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*Motion carried*

## **Community Assessment**

- Used for planning purposes
- HS requires a new assessment every five years with periodic updates, this is the final year of updates
- Communities we serve tend to be stable. Population, industrial and economic change is low from year to year
- There was incremental growth though not much
- Service triangle is about 14,000 square miles. About six hours between Lemmon and Pine Ridge.
- There are about 35,000 people in whole service area which equates to about 2.5 people per square mile.
- The bulk of our service areas are made up of mostly white Anglo-Saxons, with the exception of Oglala Lakota and Bennett Counties, which are mostly Native American
- Home based programs receive primarily the same materials and education but OLB may have culture specific materials and trainings.
- Community growth was estimated from 2017-2018 figures
  - Butte, Corson, and Harding County have declined slightly
  - The five year trend sees no change in Butte County, slight decreases in Perkins and Harding Counties, and increases in Bennett, Corson, and Oglala Lakota Counties. Oglala Lakota has the highest increase at 5.7%. This increase is due to birth rates, not due to any significant economic changes that would attract new residents
- Employment numbers are stable. Services areas are predominantly agriculture communities. Oglala Lakota and Bennet are primarily working in education, health, and social services
- New performance standards want us to have a good idea how and when our families are working, to better tailor services
  - Of 82 Respondents, 59 families are employed
  - Frequent traveling is not a requirement for most of these occupations
  - The most common schedules are a regular Monday through Friday or variable schedule based
  - Typical work hours are variable or shift work rather than the typical 9-5
- Local school schedules primarily follow a modified 4 day week. Center based options follow the school schedule
- The estimated population of children eligible for services was determined using a holistic approach.
  - The traditional poverty indicator was used in conjunction with the number of children receiving SNAP, TANF, and Medicaid.
  - This year we also looked at the number of children eligible for free and reduced lunch. The S on the table under Corson and Oglala Lakota Counties means that over 90% of children are on a free or reduced lunch plan.
- Family dynamics based on PIR for 2018 showed 39% of families being single parent, this changed less than 1%
- The majority have a high school diploma or GED. For those who do not, we consider how to get them the resources they need to succeed
- Foster care and homelessness are difficult to get data on as DSS employs a regional model, so we have to estimate how many of their cases are in our service areas and reports on homelessness are voluntary
- Other child care and preschool options are limited in our service areas and South Dakota does not have quality rating improvement system to grade child care quality

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- Head Start mandates that 10% of children served have to have a disability, speech is the disability seen most often in our program
- Teaching Strategies GOLD is used for ongoing assessment of educational activities. Growth has been seen in all areas. Social Emotional needs have been a big challenge over the past years, which our Second Step curriculum helps us address
- 3<sup>rd</sup> grade accountability results are used for proficiency comparison against our TS GOLD assessment
- In regards to nutrition, obesity has changed little since 2014. Most of our children are at healthy weight based on BMI which gives a good picture but doesn't take into account genetics, bone density and other variables. BMI results give us an idea of how to plan for training and nutrition.
- Dental screenings are being completed. This year's self-assessment revealed the need to continue working on this area
- The majority of Pre-natal services start in the 1<sup>st</sup> and 2<sup>nd</sup> trimester. About half of our expectant mothers are designated as medically high risk
- All of our areas are medically underserved, to include dental and mental health, except Belle Fourche.
- TREC-BHS relies heavily on social service agencies to help our families get a step ahead
- Family community partnerships are very important to keep our families safe and healthy
- The information provided by the community assessment is used to chart a path forward. Two of the primary actions to be taken based on this assessment are to assess our effectiveness on the Pine Ridge Indian Reservation and determine if we are the most appropriate organization to provide the services they need. Also, to keep an eye on enrollment numbers in Bison and determine if a center based program is the best option for the area or if a home based program would be more appropriate

## ***Motion to approve Community Assessment***

*Motion made by: Jennifer Nelson*

*Second by: Rena Hymans*

*Motion carried*

## **SF 425**

- These documents indicate cash in and cash out, they should zero. They also indicate how much we are authorized federally, our non-federal share, and our unobligated balance

## ***Motion to approve SF 425***

*Motion made by: Rena Hymans*

*Second by: Jennifer Nelson*

*Motion carried*

## **Child Abuse and Neglect Reports**

- A report was filed on April 18<sup>th</sup>

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## **Payroll Outsourcing**

- We have been experiencing CPA issues since Casey Peterson switched to Quickbooks
- Casey Peterson is planning to outsource all payroll activities and have recommended HKP as a payroll service provider
- HKP would like to set up a demo with us
- We do not want to get stuck in an outsourcing contract and a CPA contract if we will be considering alternative CPA options
- The preference is for one entity to do all accounting processes accurately
- New CPA options will be explored and a bid will be put out to local providers in the summer, to start in the new fiscal year
- Suggestion: Karen Simmons of Simons and Silver

## **Spring CLASS scores**

- Fall scores were not included because they were high and not truly indicative of classroom performance, this could have been due to the individuals doing the scoring, the centers may have been having a really good day, or many other variables
- Spring scores look good and are more accurate
- Observations were done during transitions and at meal times in much the same manner that official observations are done
- One teacher was sick on the day of the observation and her score may have suffered slightly due to this

## **Self-Assessment**

- Self-assessment went well despite low turn out
- Self-assessment focus on data research questions designed to help plan program goals for the following year
- This year we chose to focus on a few manageable things rather than try to fix everything at once

## **Staff Wellness—T/TA Wellness Cohort**

- Our goal is to create better balance for staff
- A letter and a survey are being developed for disbursement to staff to gauge interest and ideas, Rena would like this sent to her as well
- Ideas that have already been discussed are physical and emotional health as well as financial literacy, budgeting, and retirement planning

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**Hiring in Process: HC EHS HV**

- Interest in a position at Bison center has been expressed by a resident of Reva, we would like to see if she is interested in the Harding County EHS Home Visitor Position instead

*Meeting adjourned at 7:55 p.m.*

*Next Meeting Date:* *May 16<sup>th</sup>, 2019*