

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



Meeting Date: August 29, 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: Jennifer Nelson, Janine Short, 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: 6:14 pm

Training:

Additions to Agenda: Sacrison Paving

TREC Business:
BOD Roster & New Member Recruitment

Team Communication

PC Minutes – July, 2019

- No discussion

LT Minutes – July, 2019

- No discussion

Consent Agenda

July, 2019 BOD Minutes:

- No discussion

Motion to approve July 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

- The Belle Fourche Center has been successfully purchased and all paperwork has been submitted to the appropriate entities
- We are working on getting the building ADA compliant which includes removing a changing table from a bathroom for ease of access. We intend to have someone look it over for code again to see exactly what else may need to be updated
- Radon mitigation system funds have already been obligated
- West side of the building has been re-faced and is now water tight. North side of building has been approved for re-facing and window replacement to present a consistent façade and help with climate control
- All sites have received some outdoor updates which may include musical flowers, seesaws, saddle spinners, playhouses, or storage sheds
- Sand is needed to fill the sand box at the Belle Fourche center. A call has been put in and we are waiting on a call back
- After inspection, it has been determined that the heating and condensing units on the Belle Fourche center can stop working at any time. To get ahead of the situation, requests were sent out for estimated costs. After review of uniform guidance, it was determined a carryover request may be necessary

New Business:

Financial Summary Report: July 30, 2019

- Waiting on payroll and benefits for this round to come out to get an accurate figure for remaining funds
- Head Start –Due to HS personnel being off during the summer, personnel and benefits is down. Training and Other are high due to the purchase of several sets of airline tickets, conference registrations and hotel bookings. Supplies and contractual are low this year in part due to our Coaching contract not expending the full amount allotted. There is 8 % of the budget left
- Early Head Start – Personnel and Benefits has remained the same as EHS employees work the full year. An interview for the Harding County HV was conducted on August 27. The interview went well, the candidate is qualified and comes with staff recommendation.
- 13% of the total budget is left with one month to go. Expenditures totaling around \$30,000 have been approved. Most expenditures are projects that should be done when we do have the funds rather than waiting till they need to be done when funds may not be available. Staffing arrangements for the next year will have to be reviewed and a new allocation figured out.
- Admin—87% of the Administrative budget has been expended, which mirrors the overall budget

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- In-kind – Head Start brought in \$25 for the month of July. As HS is not in session during the summer, this value is achieved through Policy Council and TREC Board participation. EHS brought in \$27,000 for July. The 25% contribution has been satisfied. Over the summer, Melissa spent time building a crosswalk between the parent in-kind forms, curricular standards and available resources. These crosswalks were built to make in-kind easier on busy parents while also ensuring that the activities being performed are allowable. The crosswalks were discussed and distributed at pre-service. Policy Council members will be a great help in spreading the word on the crosswalks

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

- No questions, No comments

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

Motion made by: Janine Short

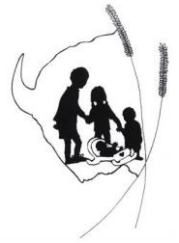
Second by: Jennifer Nelson

Motion carried

Summary of Operations Report: July 30, 2019

- Enrollment: HS is not in session so this report is solely EHS
- Full enrollment for July
- Homeless percentage is at about 20%, most of this is income based and consists of families doubling up or living with extended families. 6 of 64 families have received housing this year
- 3 drops for the month of July and 3 enrollments. Drops are relatively low, only 20 year to date
- Family Community Partnership paperwork is coming in well, generally the only missing ones are new enrollments
- Socials are nearly fully fulfilled, trainings are going well
- Home visit rate, excluding Harding County, is at 82% for the year
- The hiring of a HV in Harding County will allow us to recruit more heavily in that region
- Social and home visit observations are on track
- 100% on 45 and 90 day requirements
- 11 families have Individual Family Service Plans, putting us well over the 10% inclusion rate
- Health stats are good
- Well-child checks are in flux. There are a lot of well child checks to be done in EHS and it is easy to miss a check, particularly if a family has multiple children

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- Dentals are a little low. Follow up treatment isn't bad despite nearly 10% still needing it, of the 3 needing follow up treatment, 2 have already been seen
- There has been an increase in referrals from DSS, WIC, and Birth to Three. We attribute this to the rapport we have built with these agencies

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

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Budget Revision Request-SF 424

- TREC Board and Policy Council has already approved a \$21,500 expenditure for the furnace and condensing unit after it was determined that the current equipment can fail at any time
- Originally it was thought that the expenditure would qualify as an emergency procedure under the Uniform Guidance but after further examination and communication with Dolly Hull for prior written approval, Dolly Suggested filling out a carryover request to follow the appropriate channels
- Communication was received from Marilyn Carlino, the Regional Fiscal Specialist who suggested submitting a budget revision instead. This revision is due by August 31st
- The already written carryover request was updated to be a budget revision request, complete with justifications, what line items will be making up the revision and why those ones were used, as well as an expression of the urgency of the request. Funds may not be available next year for this purpose so it would be more beneficial to do it now, when the funds are available

Motion to approve Audit Report

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Sacrison Paving

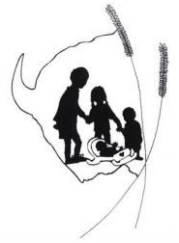
- The parking lot at the Belle Fourche Center is falling apart
- Black Hills asphalt and Sacrison Paving indicated that the concrete would have to be broken up and completely removed and we would need to lay new asphalt
- Black Hills Asphalt is not a large enough company to do that size of parking lot and recommended Sacrison Paving for the job
- Sacrison Paving has given an estimate of \$38,000 to pave the whole lot
- This is not a project that could be broken up as the asphalt should be the same age throughout
- If there are enough funds left over at the end of the year, we would like to repave the parking lot

Motion to approve expenditure of up to \$38,000, if available, to repave Belle Fourche Center parking lot

Motion made by: Jennifer Nelson

Second by: Janine Short

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Motion carried

Copier Bid

- Copier bids are already approved through the budget process. In the interest of transparency, we received bids from three companies, A&B Business Products, Century Business Products and Marco Inc. The request was submitted based on our current environment
- A&B Business Products is offering copiers of a decent quality but the monthly service agreement escalates over the years, which is normal, however, monthly overages would be costly and their overage charge is considerably more than the other companies'
- Century Business Products did not seem to understand exactly what was being looked for and did not include a total number of copies per month. Over the 5 year period Century Business Products would offer a price of about \$37,000 for the lowest end service or \$41,000 for the highest services
- Marco Inc. has locked overage charges at a 5 year rate and will be reducing the monthly rate that we are currently paying. Marco Inc. is offering a \$2,000 rebate, bringing the 5 year total to \$38,000. Marco, Inc. is the logical choice based on price but also on previous experience. Service calls are generally resolved within a day and supply requests in three or less

Staff Wellness-T/TA Wellness Cohort

- A presentation was given to the Wellness Cohort on August 5th. It was well received
- The overall direction of our staff wellness plan has been clearly laid out and we are excited to begin distributing the materials that have been created over the last few months
- The welcome email will be sent out this afternoon
- While voluntary, we hope that staff will take part in this

Hiring in Process: HC EHS HV, Belle Center 1 Asst. Teacher, Lemmon Nutrition, Receptionist, OLB HV

- Naomi Lermon is moving to Minnesota and therefore, will not be able to work with us. Her position has already been taken over by Michaela Hallam
- Patricia Cuny took a job at the Oglala Lakota College
- Jennifer Oprobok is going back to school
- We are about a week out from offering the positions to the Lemmon Nutrition and Harding County Home Visitor Candidates
- 2 of the 3 candidates for the Belle Fourche Center 1 Assistant Teacher have found employment elsewhere. An interview is set for tomorrow at 10:00 am for the third
- There are a couple of full applications and several partial applications in for the receptionist position
- Waiting on a return call from the OLB Home Visitor Candidate to set up an interview time

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Bid for Grant Writer for Re-competition Grant

- A cost comparison for grant writers to write the re-competition grant is being conducted
- While we believe we are fully capable of writing a sufficient grant, there may not be enough time to dedicate to the grant and keep operations running at their usual quality
- A Notice of Proposed Rule Making has gone out to eliminate the requirement for the bottom 10% of CLASS score to re-compete. This Notice of Proposed Rule Making has been up for vote several times before and has not passed. It is unlikely that it will pass before we have to re-compete
- We spoke with Vicki Lowery of YFS, she indicated that they have no intention of competing with us
- The Assistant Director of YFS offered to help in any way they can, as they have already been through the re-competition process

Meeting adjourned at 7:23 p.m.

Next Meeting Date: *September 19th, 2019*