

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



**Meeting Date:** September 19, 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, Brad Brunner, Rena Hymans  
**Members Absent:** Jennifer Nelson, Nika Avalos  
**Quorum Established?** Yes  
**Non-Members attending:** Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle  
**Business meeting began:** 6:15 pm

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**Training:**

**Additions to Agenda:** Child Abuse and Neglect Report

**TREC Business:**

**BOD Roster & New Member Recruitment**

- Due to a change in work schedule, Jennifer Nelson will not be renewing her term on the TREC Board of Directors in December. While Jen gave a number of names that could fulfil the role she currently plays on the Board, we immediately thought of Elizabeth Christian.
- Beth is an early education instructor at Black Hills State University and fulfilled the role as Coach in our organization during the last program year.
- She is pragmatic and has a wealth of knowledge in Early Childhood. Her expertise and background differ from that of others within our organization which could help prevent groupthink outcomes.
- She has interest in sitting on the Board and would do well given the current dynamic of the Board.

*Motion to extend an invitation to Elizabeth Christian to join the TREC Board of Directors*

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

- Nika Avalos' term on the TREC Board of Directors expired in July
- Nika filled the important role of former parent to a Head Start or Early Head Start child, however, she rarely participated and was not a reliable member of the Board
- Ashley Flynn has been a reliable Policy Council Member for several years now. She is dependable and always willing to help. Her ideals do not necessarily align with Head Start and she is on the waitlist with a real possibility of being picked up

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- Jessica Carr is a Community Representative on the Policy Council. She is a reliable participant with a level head. Her family operates a business so time constraints may be present. We will speak with her to gauge interest
- Travis Maier is a reliable parent on Policy Council whose child is now in Kindergarten. Travis would be an excellent resource and would expand representation of the northern counties that we serve. Travis does have a job that requires travel and may be unavailable at times, though he will usually participate via phone if he is traveling. We will speak with him to gauge interest

## **Child Abuse and Neglect Report**

- DSS has contracts with families that often stipulate mandatory enrollment with us. One of these families experienced an incident in the home. The parent reported the incident to DSS and then reported it to us. We followed up on the report with DSS

## **Team Communication**

### **PC Minutes – August, 2019**

- No discussion

### **LT Minutes – August, 2019**

- No discussion

## **Consent Agenda**

### **August, 2019 BOD Minutes:**

- No discussion

### ***Motion to approve August 2019 Minutes***

*Motion made by: Rena Hymans*

*Second by: Janine Short*

## **Policies, Procedures & Forms**

- No discussion

## **Old Business:**

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

- The north side of the Belle Fourche Center will be redone shortly
- Approval of the expenditure for the heating and cooling units has been approved by Board and Policy Council. A Budget revision was submitted to the regional office as well
- The parking lot is slated to be repaved. The approach has already been finished
- A radon mitigation system will be installed by Blackburn Basements using \$2,500 from funds left over from the 1303 application specifically for remediation of issues indicated in the application. This will include installing a fire alarm system and ensuring the center is ADA compliant

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- Most sites have received new equipment this summer, with the exception of Lemmon as the future of that site is currently being discussed
- The Lemmon site will need to be relocated due in part to the eventual construction of the new Lemmon School and the building is coming close to the end of its useful life
- We have spoken with the nursing home about a place and they have room. The Lemmon School has offered to give us space. Either way we need to consider all of our options, particularly pertaining to playground room and stability for the future
- The bond issue for the new Lemmon School was written in very specific language without regard to public works. Due to this, the building will have to be built exactly where the bond specifies despite doing so will require an expenditure of 5% of the total budget allotted to build underground culverts for water diversion. Retention ponds would also need to be built however, retention ponds would increase risk for the school. The other option would be to reissue the bond. The school does not want to do this as they are afraid it would not pass a second time
- During the installation of playground equipment this summer we became aware of Use Tax. Use Tax is incurred by the contractor when materials that are permanently installed (bolted down) are provided by tax exempt entities. Use Tax is a certain percentage of tax based on the original cost of the product. We are in no way liable for use tax incurred, though we will from now on, make sure that contractors we work with are aware of use tax prior to contracting their services.

## **New Business:**

### **Financial Summary Report: August 30, 2019**

- Head Start –96% of the budget is spent, the rest is obligated
- Early Head Start – About 90% of the budget has been spent. Remaining bills are still coming in and will be paid
- Total—94% of the total budget has been spent, the final 6 % is obligated. Several major projects are coming up that will spend any remaining funds
- Admin—95% on each side spent. The last checks have been distributed
- In-kind – HS finished the year at 86% of its goal with \$206,475. EHS finished at 133% of its goal with \$260,998. Total the contribution was \$467,473, approximately 7% above the expected contribution

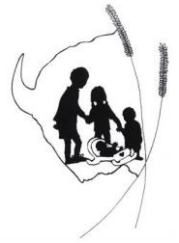
#### ***Motion to approve Financial Summary Report as presented***

*Motion made by: Janine Short*

*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**

- 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: Rena Hymans*

*Motion carried*

## **Summary of Operations Report: August 30, 2019**

- Enrollment: HS is not in session so this report is solely EHS
- Full enrollment for August. It is not likely that September will have full enrollment, which is normal. Caseloads are high for current home visitors. The new home visitor in Harding County will help with enrollment and hopefully be able to lighten the load of those that are full, once full enrollment has been met
- Homeless percentage is at about 20%, most of this is income based and consists of families doubling up or living with extended families. 6 families have received housing this year
- Drops were relatively low, rounding out the year at 20
- Family Community Partnership paperwork is coming in well, generally the only missing ones are new enrollments
- Socials are nearly fulfilled. Attendance is a little low at socials. Strategies to improve social attendance are being discussed and implemented
- Home visit rate ended the year at 86%
- 100% on 45 and 90 day requirements
- 11 families have Individual Family Service Plans, putting us well over the 10% inclusion rate. The inclusion rate for next year is already satisfied
- 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
- 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

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

*Motion made by: Rena Hymans*

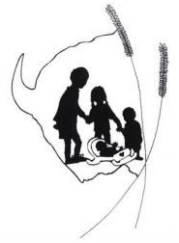
*Second by: Janine Short*

*Motion carried*

## **PIR**

- Head Start
  - HS enrollment federally funded 103
  - 57 part day enrollment, 46 home based
  - 68 3 year olds, 51 4 year olds

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- 54 income eligible, 1 public assistance, 2 foster children, 30 homeless status, 22 over income, 10 over income exceeding the allowed amount of over income utilizing provisions in the gravel amendment to serve over income children in extremely rural areas
- 30 children are in their second HS year, 5 are in their third HS year
- Early Head Start
  - EHS enrollment federally funded 64 all home based option
  - 10 Pregnant women, 32 children under 1 year old, 30 children between 1 and 2 years old, 20 children between 2 and 3 years old
  - 49 income eligible, 2 public assistance, 4 foster children, 18 homeless status, 10 over income, 9 over income exceeding the allowed amount of over income, utilizing an application point system to ensure that families with the most need are served prior to those deemed over income
  - 24 children are in their second EHS year, 21 have been enrolled for 3 or more years
  - Of the 8 women receiving EHS services at the time of the birth of their infant, 8 enrolled their infant after birth
  - Only one child did not have health insurance at the end of the year
  - Of the 10 prenatal mothers: 10 received prenatal health care, 7 received postpartum health care, 1 received mental health intervention and follow-up, 10 received substance abuse prevention, 10 received prenatal education on fetal development and 10 received information on the benefits of breast feeding
  - 3 pregnant women were enrolled in the first trimester, 4 in the second trimester and 3 in the third trimester
  - Of the total number served, 8 of the pregnancies were deemed medically high risk
  - Demographics: Mostly white English speaking in both HS and EHS
  - The reports also discuss record keeping, information management systems, staff data to include type of staff and qualifications and health services

## ***Motion to approve PIR***

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

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

- We did our presentation to the cohort in August. We received good feedback from presentation and think we are on the right track for staff wellness. The Cohort has been an excellent prompt to action
- Email courses were created that we hope people feel are interesting and helpful topics. Courses were released in late august before school started
- Despite the beginning of the year being busy, 8 people have already signed up
- Early feedback suggests people like when activities that allow them to interact with the materials are included
- Currently we are excitedly anticipating feedback as the first round of courses is coming to a quick close

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- Feedback will help with the next step: determining what people like or don't like, what they would like to see more of and possible new topics

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

- Belle Center 1 Assistant Teacher position has been filled by Luz Flockhart
- Harding County Early Head Start Home Visitor has been filled by Tricia Forsythe
- Lemmon Nutrition Support has been filled by Dorothy Rennich
- There have been a lot of calls for both the receptionist and OLB home visitor with very little follow through
- One application for the reception position was received on September 17<sup>th</sup>
- One application for the OLB home visitor position has been submitted by a former employee. It is not likely that there will be an interview
- Both positions will continue to be posted on the labor department website and Facebook until filled

*Meeting adjourned at 7:15 p.m.*

*Next Meeting Date: October 24, 2019*