

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



Meeting Date: October 24, 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, Jennifer Nelson,
Elizabeth Christian

Members Absent:

Quorum Established? Yes

Non-Members attending: Marcus Bevier, Dorothy Richards, Amanda Schwend, Wanda Dunn

Business meeting began: 6:16 pm

Training:

Additions to Agenda:

TREC Business:

BOD Roster & New Member Recruitment

- Recommendation to Seat Elizabeth Christian as Education Specialist on the TREC Board of Directors

Motion to approve recommendation to seat Elizabeth Christian as Education Specialist on the TREC Board of Directors

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Team Communication

PC Minutes – September, 2019

- No discussion

LT Minutes – September, 2019

- No discussion

Consent Agenda

September, 2019 BOD Minutes:

- No discussion

Motion to approve September 2019 Minutes

Motion made by: Rena Hymans

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Second by: Janine Short

Policies, Procedures & Forms

- No discussion

Old Business:

Maintenance & Improvement Projects

- Furnace and condensing units for the Belle Center are scheduled to arrive on 22 October, Larry will be installing them over the weekend starting on Thursday evening and may require Greg to do some electrical work
- Greg will be starting work in the bathrooms and installing pull stations for the fire alarm system
- Blackburn Basements will be installing the radon mitigation system in early November
- Sacrison Paving needs to be contacted to verify when paving will begin
- The final decision has been made on where to build the new Lemmon School. The new building plan will build over our playground and right up to our door
- New playground equipment has been installed over the last few years and will need to be removed
- The nursing home will be contacted to see if they still have space available. We are aware that they are trying to fill space they have with a dental clinic
- The option of combining with the school is still open, provided an agreement that meets the needs of both parties can be met. Saydee is part of a working group with the school district, which will help us keep tabs on how everything is going. Time will need to be scheduled with Superintendent Bucks to discuss the situation
- If neither the nursing home nor the school are able to meet our needs, the old Bright Beginnings site is available. The building was formerly a registered daycare and has the appropriate playground space that is already fenced in. The lady that owns the building is running a Beauty Salon at the other end of the building and would continue to do so. Entrances are separate. The building is close to the school so there would be little disruption in the lunch routine. The concern here is that there is leakage in the building which could indicate a mold problem

New Business:

Financial Summary Report: September 30, 2019

- Head Start – Personnel and Benefits account for the majority of expense. Other is high due to insurances that are paid at the beginning of the year. About 6 % of budget has been spent
- Early Head Start – Personnel and Benefits account for the majority of expense. Other is high due to insurances that are paid at the beginning of the year. About 5 % of budget has been spent
- Total—Just over 5% of the total budget has been spent
- Admin—Administrative expenses cannot exceed 15% of the total budget. There are stops in place to prevent this from happening. 4 % of the admin budget has been spent

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- In-kind – EHS had a short month, bringing in only about two weeks’ worth of in-kind for a total of just over \$3,000. This will increase as the year goes on. HS brought in almost \$12,000 for the month. In-kind comes in slowly at the beginning of the year when families are getting used to the routine and learning how to do in-kind properly

Motion to approve Financial Summary Report as presented

Motion made by: Jennifer Nelson

Second by: Rena Hymans

Motion carried

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

- Tabled till next month

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

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Summary of Operations Report: September 30, 2019

- HS Under-enrolled for the second month in a row
- HS has about 84 kids, remaining children are missing in OLB
- EHS full. HC EHS is getting into the routine and picking up families
- Family Community Partnership paperwork is coming in well
- Policy Council representatives are lacking but most clusters are represented
- Socials are 100% complete for the month with trainings being done
- HS home visit rates were at 90% for the month but this will go down next month as all HS home visitors attended the PAT National Conference for a week
- EHS home visit rate is at about 80%. A new home visitor that is just getting started and a home visitor in Butte County that is on maternity leave account for this. Rates should come up as the new home visitor gets through training and starts adding new families. Butte County home visitor will be off maternity leave starting February 1st. Currently, those families are being visited every other week by the Butte County ASM
- Formal observations have not begun to come in. Most have been conducted during October and will be presented at the next meeting
- Attendance has been good so far, Belle Center 1 was slightly lower. Center positions are very popular this year and kids are coming to class
- TS GOLD and ICPs are not due yet
- 100% on 45 day deadlines
- EHS is low on IFSPs but referrals are in process that should take this number up
- HS has a lot of referrals in process. Most are for speech
- Health stats for the first month are a little low as families are still getting in to their doctor and dental visits, these numbers will go up
- Immunes past due are at 10% for HS and 14% for EHS

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- Health paperwork has been coming in well
- All numbers should increase over the next few months

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

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Salary and Benefit Study

- The purpose of the Salary and Benefit Study is to determine if the wages and benefits provided by the organization are fair by comparison with similar organizations
- Limits to this study include few organizations of comparable size and structure. Most organizations have different positions and not all positions are used by all organizations. Positions in this study are compared with positions most closely related. Additionally, organizations have differing educational or experience requirements which may affect comparability
- The study revealed that when overall compensation was considered, TREC Badlands Head Start provides a fair and sufficient compensation package

Motion to approve Salary and Benefit Study

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Full Enrollment and OLB

- Currently, we have been under enrolled for two months. At the four month mark we will be considered chronically under-enrolled. An improvement plan will be put in place and recapture of funds is a possibility. Both months, under-enrollment has been due to lack of home visitors in OLB
- One OLB home visitor resigned in August after less than a year of service and the other in September. All avenues for job advertisement have been continually utilized. Quality candidates are lacking. 2 applications have been turned in. One could not find a convenient time to interview and the other called the day of the interview and indicated that, despite lack of experience and education, would only be interested at a certain pay rate that we cannot provide. Former OLB staff have indicated that part of the difficulty in finding new staff is the requirement of a clean drug test and mandatory random testing thereafter
- The population is transient and inconsistent resulting in an ever shifting group of children that will disappear and reappear at random and usually without notice. This makes it difficult to maintain enrollment in OLB. Families that are consistent are not very engaged. Socials tend to have extremely low attendance and home visits are often cancelled or forgotten for weeks in a row. Additionally, previous staff have done the bare minimum to comply with standards and cannot be said to have done quality work
- After a brief calculation, it has been determined that it is no longer cost effective to continue providing services to OLB. For the past two years TREC has been employing two home visitors in the area and sending two administrative staff to help with socials twice a month. After considering costs, to include: home visitor pay and benefits, home visitor fuel costs, administrative personnel costs, rent and utilities, the cost of providing services for one year is

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nearly \$71,000. This does not include the cost of advertisement for positions, drug testing, back ground checks, or mandatory PAT training expenses incurred when hiring a new home visitor

- Two options are available to us at this time. Option one: continue to recruit for a home visitor in OLB and recruit for a home visitor in Butte County. This option will likely lead us to chronic under-enrollment as it is not likely that we will find a home visitor in OLB within the next month. Option two: submit a change of scope that would turn 12 of the OLB slots into 4 EHS slots and transfer the remaining 12 OLB slots to Butte County. The waitlist for Butte County HS has 22 potential families available. There are several pregnant mothers of center children that have not been approached at this time that could fill the EHS slots
- Concerns about discontinuing services to OLB primarily consist of whether children will lose services. We currently service 4/24 children in OLB. The Oglala Lakota College center based program is slotted for 600 children and are under-enrolled. Additionally, there are a multitude of other programs that provide similar services. All programs combined can provide services for roughly 731 children
- Discussion: Brad indicated that problems really started years ago when the organization lost the Area Services Manager for the area and were unable to find a new one. When slots were relocated, we lost a lot of ground in the area. The recompetition will not allow us back on the reservation. Rena indicated that the reservation was moved to Region 11 years ago and that they do not want us there. The only reason we are still serving the reservation is because that is where we started. They will not give us the slots back after recompetition. Dorothy indicated that all qualified personnel tend to go to work for the school district or the college, leaving a pool of unqualified and unreliable applicants. Jennifer indicated that culture is a huge block. A lot of Tribal programs are available and those programs are seen as being better than ours because they are Tribal. Additionally, staff are so far away from the managing office that it is difficult to monitor and encourage work ethic. Even when having contact with the main office every day, working alone would eventually get tiring. Marcus indicated that he has had conversations with Dolly Hull and that she believes a change of scope would be a good idea, he will contact Dolly again to discuss the topic further. Rena indicated that when TREC first began, services on the reservation were severely lacking and our services were welcome. Now there are plenty of services available on the reservation and some of those resources are doing an excellent job at providing services to families. Dorothy indicated that staff and children would rather have positions in center environments, several of which are available on the reservation. Jennifer asked about home visitor safety and indicated that according to the state guidelines, which she has to abide when providing services, providers are no longer allowed to enter the home due to high incident rates. Marcus indicated that we have had some incidents over the past couple of years

Motion to approve a change of scope if Region 8 allows it

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

990

- No discussion

Motion to approve 990

Motion made by: Rena Hymans

Second by: Jennifer Nelson

Motion carried

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425

- No discussion

Motion to approve 425

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

941

- No discussion

Motion to approve 991

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Staff Wellness-T/TA Wellness Cohort

- Melissa is at the Home Visitor Institute giving presentations, some that deal with staff Wellness which were, reportedly, well received
- The PAT National Conference that several home visitors and Marcus attended had several sessions regarding staff wellness. Many new resources and fun activities from those sessions will be incorporated into our staff wellness in the coming months
- The next Staff Wellness Cohort meeting is November 4

Reading Challenge and United Way

- United Way sponsored the Race to Reading Challenge over the past few weeks. For every book read by participants, a snowflake was put up at the Rapid City Civic Center
- We encouraged our staff to make their own tributes to books read or sheets turned in. Both Belle Fourche Centers, Lemmon Center, Perkins County and Butte E participated in the challenges. Belle Center 1 made a tree, each leaf represented a book read. Belle Center 2 made a pumpkin patch with a pumpkin for each participant with hash marks to indicate number of sheets turned in. Lemmon Center created a camping scene where each star was a book read. Pictures of these will be sent along with the completed sheets to Kayla Klein of United Way.
- Each location that participated will receive a book for each child from the collection of books bought with the \$1,000 received from United Way in September.
- Enough books were purchased to have three book giveaways during the year. We are encouraging staff to set up mini reading challenges prior to these book giveaways

Hiring in Process: OLB HV, Receptionist

- A position for Butte County Head Start Home Visitor has been opened
- Advertising for center substitutes

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- Two candidates are in the second phase of the Receptionist/Program Support position

Child Transportation

- It has come to our attention that one of our staff members has been transporting a number of children from the center to their daycare, during normal working hours.
- One of our teachers saw children traveling in an unsafe manner with a daycare provider that a number of the center children attend when center is over. In order to increase the safety of the children, the nutrition support staff for the center began transporting these children to the daycare when center was over but before her normal working hours ended
- TREC does not provided transportation for children and will not accept the liability of transporting these children to their daycare

Meeting adjourned at 7:49 p.m.

Next Meeting Date: *November 21, 2019*