

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



Meeting Date: January 23, 2020
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: Brad Brunner, Janine Short, Elizabeth Christian
Members Absent: Rena Hymans
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle
Business meeting began: 6:16 pm

Training:

Additions to Agenda: SF 941, Evaluation for Marcus: Brad will send out an email shortly to the appropriate individuals so the evaluation can be discussed at the next meeting

TREC Business:

BOD Roster & New Member Recruitment

Team Communication

PC Minutes – December, 2019

- No discussion

LT Minutes – December, 2019

- No discussion

Consent Agenda

December, 2019 BOD Minutes:

- No discussion

Motion to approve December 2019 Minutes

Motion made by: Janine Short

Second by: Elizabeth Christian

Policies, Procedures & Forms

- No discussion

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Old Business:

Maintenance & Improvement Projects

- Cameras have been installed at the Belle Fourche Admin Office to monitor pool vehicles
- Holding off on ADA compatibility at the Belle Fourche Center until children are out for the summer and renovations can be done without interrupting services. We may combine the bathrooms to make one wheel chair accessible restroom, though several options are available
- Water is running off of one of the eaves at the Belle Fourche Center, making an icy patch on the sidewalk, the water will need to be diverted and we may need to update the gutter system
- We are waiting on word from Stacy Drayton from the senior center in Lemmon about available space. We may have to go up in the spring and look at new facilities. Need to speak with Superintendent Bucks about the timeline the school intends to follow
- Since the scope change has been approved, we will need to empty the Kyle office. One trip has been made to gather the more valuable items. Melissa will go down to collect the consumables for distribution to other clusters. Logan Bender will be contacted to facilitate the relocation of the copier that is on the Marco Inc. contract. A moving company may be hired to move the furniture and larger items

New Business:

Financial Summary Report: December 30, 2019

- Head Start – The current financial situation will change drastically as the scope change is implemented. \$30,000 will transfer from HS to EHS. Currently HS has spent about 37% of its budget
- Early Head Start – EHS has expended about 28% of its budget. This number is expected to be lower than HS due to the fact that EHS is a full year program. There has been no equipment purchase yet, this normally takes place closer to the end of the year
- Total—About 32% of the total budget has been spent. The budget will change due to the outcome of the Change of Scope that was approved
- Admin—About 29% of the admin budget has been spent
- In-kind – HS brought in almost \$25,000 worth of in-kind in December. Head Start has collected about 78% of the year to date target. EHS brought in over \$24,000 in December, bringing them to about 115% of their year to date target. Total in-kind is at nearly 92% of year to date target and is roughly \$22,000 ahead of this time last year

Motion to approve Financial Summary Report as presented

Motion made by: Elizabeth Christian

Second by: Janine Short

Motion carried

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

- HS is budgeted to be about \$15,000 under budget. When the \$30,000 for the scope change is transferred to EHS, HS will be about \$15,000 over budget. This is a projection using current figures and will even out over the course of the year. EHS is projected to be \$30,000 under budget due to missing home visitors. This number will double once the scope change monies are transferred. This number will go down as we hire staff but will remain high. Projects are being looked at for expenditure of remaining funds and will likely consist of a new vehicle for Buffalo, as their vehicles are high mileage

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

Motion made by: Elizabeth Christian

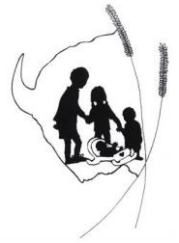
Second by: Janine Short

Motion carried

Summary of Operations Report: December 30, 2019

- HS was fully enrolled in December and is expected to be fully enrolled for January. EHS was and will be fully enrolled. The waitlist is lengthy for both HS and EHS consisting of 8 income eligible and 6 over income for HS and 7 income eligible and 6 over income for EHS which is the best waitlist we have ever had
- Drops are low so far. HS has a yearly total of 7 drops. EHS has had 4 drops, all of which were transitions into HS
- Family Community Partnership paperwork is coming in nicely, any outstanding paperwork belongs to new families
- Social completion is good. HS numbers have been adjusted to reflect scope change
- Home Visit completion rates are doing well on both sides. Butte 1 and HC1 are a little low due to having higher caseloads than other clusters. Hiring for Butte E is currently in process, we are waiting on the return of background checks. Once hired, HV rate will increase for this cluster
- Formal observation numbers have been adjusted for HS to reflect the actual number of home visitors
- Socials are doing well and trainings are being performed, socials observations need to pick up
- Attendance is lower for December between 87-93% for the month, this is primarily due to illness and holidays, there have been few late start days considering the time of year
- TS GOLD will be due at the end of January
- ICP's came in well
- 45's and 90's are being done on time, any outstanding are new enrollees
- An Information Memorandum on the 10% disability inclusion rate came out this morning suggesting that Head Starts reevaluate their application scoring system to ensure that they are inclusive in both HS and EHS, if providing both programs. EHS is sometimes more difficult to get on IFSPs due to state regulations that require a 50% delay to qualify. Additionally, many families may deny services on the ground that they do not want to "label" their young child, some families may not see the benefit
- There are many referrals in process in both programs, we have already surpassed the 10% inclusion rate with 15% of HS children on IEPs and about 9% of EHS children on IFSPs, but this will likely continue climbing as referrals are completed
- Health data is looking okay. As per usual, we need to focus on getting 12 and 24 month lead blood test completed and dental follow-ups need to be completed

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

Motion made by: Elizabeth Christian

Second by: Janine Short

Motion carried

SF425-Quarterly

- This report details cash in and cash out for the quarter
- No questions, no comments

Motion to approve the SF 425-Quarterly

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

SF 425-Final

- SF 425 Final is more in depth and shows cash in, cash out, in-kind and unobligated funds. The unobligated funds are funds that were remaining after the building purchase and were returned. In-kind is short due to the building purchase. We will be contacting regional to see how they would like us to proceed. It is likely we will have to fill out a waiver for the remaining in-kind that we could not collect. While the funds for the building were set aside in September of 2018 their release was contingent upon a successful 1303 application. The 1303 was not approved, and thus funds released, until July 27, 2019. The building purchase closed on August 12, 2019, effectively giving us 5 weeks to collect the additional \$75,000 of in-kind

Motion to approve the SF 425-Final

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

Self-Assessment Plan

- The self-assessment is done every year in the spring. Data is reviewed that allows us to see where we are doing well and where we could improve. From there we come up with a plan on how to improve and implement improvements
- Currently we are considering April 2, 3, 9, or 10 as the assessment day. It will likely be on the 3rd or the 10th to more easily accommodate home visitors

Motion to approve the Self-Assessment Plan

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

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941

- This report shows the wages reported this quarter, and the tax withheld

Motion to approve the 941

Motion made by: Elizabeth Christian

Second by: Janine Short

Motion carried

Staff-Wellness- T/TA Wellness Cohort

- The cohort is over and it is unlikely that we will join another unless there are funds attached
- A new course on smartphone use is now available
- Marcus will be sending out meeting invitations to the staff wellness committee

Resignations and Terminations: Luz Flockhart

- Luz did well in the classroom
- She is making a move to the insurance industry
- We are currently filling the position with our floater, Danielle Dunn. She works very well in this classroom with Michaela

Hiring in Process: Butte County Home Visitor, Belle Fourche Center 1 Assistant Teacher

- We are waiting on background check information to come in on the Butte County Home Visitor position
- Danielle Dunn has submitted an application for the BFC 1 Assistant Teacher position and will be interviewed shortly

Meeting adjourned at 7:04 p.m.

Next Meeting Date: February 20th, 2020