

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



Meeting Date: April 27th, 2017
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, Rena Hymans, Jennifer Nelson, and Brad Brunner
Members Absent: Nika Avalos, and Deborah Bordeaux
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, and Jessica Carmichael
Business meeting began: 6:20 p.m.

Training: None

Additions to Agenda: Federal Site Visit Results, One Voice Update, Budget Meeting, Legislative Update

TREC Business:

BOD Roster & New Member Recruitment

- None

Reelection of Board Members

- Meeting turned over to Rena Hymans for the election process.

Motion to nominate and reelect Janine Short and Brad Brunner.

*Motion made by: Jennifer Nelson
Second by: Rena Hymans
Motion carried*

- The meeting was turned back over to Brad Brunner.
- Brad mentioned looking into the bylaws to see if there is a way to make the election process less cumbersome.
- Rena said there is no other way to do the elections.

Team Communication

PC Minutes – March 2017

LT Minutes – None

Consent Agenda

March, 2017 BOD Minutes: Review and Adoption

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No additions, corrections, or questions.

Policies, Procedures & Forms

None

Motion to approve the consent agenda.

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Old Business:

Maintenance & Improvement Projects – 2017

- The new fence is up at the Belle Fourche Center to stop the children who try to run outside unsupervised.
- We have a child who keeps pulling the fire alarm at the Belle Fourche Center. There have been 5 pulls this year. The building owner is having the system redone because the horn is not loud enough, a cover that makes noise when it is pulled is being installed, and ways to rearrange the room to get activities the child likes away from the fire alarm pull station are all currently in the process. The teachers are working with the parents and have been trying to use positive behavior support, and redirecting behaviors to stop this behavior as well.
- We are looking into a slide for the Lemmon playground that is developmentally appropriate for 0-3 year olds and 3-5 year olds. We are checking SD laws before ordering the slide to make sure it can cover both age groups safely by law.

OHS Items:

None

New Business:

Financial Summary Report: March 31, 2017

- Spending was normal for March.
- The training/technical assistance category will be close to used up by next month due to the expense associated with Parents as Teachers. We partnered with YFS to bring in the Parents as Teachers trainer. YFS is sending 16 people, we are sending 14 people, and South Central Childhood development is sending a few of their staff as well.
- The budget is under in other categories.
- There will be enough money left to cover the cost of All Staff (the summer all staff is used as a pre service to cover new policies/procedures, Marcus presents a topic, Melissa does a topic like “I am Moving, I am Learning”, health and safety topics such as Blood Borne Pathogens, are covered).
- In-kind was good for this month. Head Start is over \$26,000 for March and Early Head Start was over \$29,000. Marcus thinks we are on the way to meeting the in-kind goal and is not as concerned as a few months ago.

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Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report

Motion made by: Rena Hymans

Second by: Jennifer Nelson

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club

- No questions.

Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club Card

Motion by: Janine Short

Second by: Rena Hymans

Motion carried

Cash Flow Projection Reports (2016-17)

- Wages and benefits is the area that has the biggest impact when staff is missing.
- We have been fully staffed for the last 2 months.
- Early Head Start is under budget by approximately \$60,000.
 - The EHS Home Visitor position in Butte county position left a lot in budget by not filling it and moving around caseloads.
 - The center floater will be moved to the EHS HV position for the summer and will stay there permanently. Lindsay Franks has done home visits before in her social work career.
 - EHS will cover part of the Lemmon slide cost, and School Messenger (an automated system that will allow for in-kind reminders, emergency notifications, weather, socialization reminders, and more).
 - EHS did not include the full Parents As Teachers cost or the leave reserve account transfer so it takes it down from the 66K that is listed on the cash flow report.
- Checks have been written to reconcile the leave account to December 31, 2016 for both the Head Start and Early Head Start side.
- Head Start is over by about \$10,000 in the current projections.
- Dorothy is very happy to be at full staff.
- Head Start is usually predicted to be over budget at this time of year.

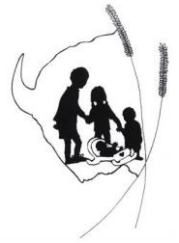
Motion to approve the Cash Flow Projection Report for March as presented

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

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Summary of Operations Report: March 31st, 2017

- Linda Fiock from the Region 8 Office did see this report and is aware of what it says.
- Fully enrolled for both HS and EHS last month.
- We are in the 30 day range on HS that allows slots to not be filled if there is a drop.
- We may be short 1 or 2 if they were outside that range.
- A lot of the drops have been from families moving.
- A lot of over income applications coming in, especially up north.
 - Marcus and Wanda brought up the income issue with the Feds during the Region 8 site visit.
 - There is a need to update the poverty table to help better serve the children who need services.
- Policy Council looks okay.
 - Hoping to get our chair as a community rep since her son is done at the end of this program year.
- Social numbers for Head Start are low due to weather. To make one up, we are doing a May OLB social, which normally is not done. Early Head Start is ahead on socials.
- Marcus put N/A on the Harding County HS and EHS clusters due to the fact that he did not feel it was an accurate representation to put in the 3-4% they each got. The Year to Date total does show the 2 months of coded missed visits. During March, both Home Visitors had a week or less to do home visits, due to training time during the month and their start dates.
- Home visit completion rates for both Head Start and Early Head Start is around 70% year-to-date.
- Michele and Ruth are going out on Home Visit observations.
- Ruth is back to full time now that her internship is over.
- CLASS observations have been done.
- Social observations are almost done.
- Attendance in centers is doing well.
 - In March Belle Fourche center dipped to 83% due to illness.
- DIALS, ASQs, and all other portions of the 45 and 90 requirements have been in on time.
- The program has a lot of children with IEPs and IFSPs, and some go to the schools for early intervention classes.
- Dental follow ups are scheduled for many children during the summer, including for OLB families.
- Immunizations needed going down as paperwork is remedied and the families are getting them done. More will likely come in this month.
- Jennifer asked who pays for dental. Marcus informed her that the program helps find a payer source (i.e. CHIPS, Medicaid, Insurance, dental bus/care mobile). Dorothy mentioned that we are the payer of last resort but it is rarely needed due to the other resources.

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

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

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TREC Vision – Honing Current Services, Expanding Services, OLB Needs/Services

- Rena has been working on the teen challenge aspect. They currently have 2 locations: Star Academy in Custer, SD and a camp owned by a church (called the Ram Center) across the border in Hullett, WY.
 - When there is more of a plan, will come to TREC to see if there can be a partnership.
- Teen court has not had much progress in Meade County, despite support from the presiding judge. Currently they are handling the probation statistics in house, but they are losing 2 judges in near future.
 - Rena will ask for help from Marcus when the programs are ready.

Head Start Program Performance Standards – Content Plans of Action

- Staff is still working on content plans of action, but are getting through them.
- The plans are shared out during the LT meetings.
- Once the plans are done, Marcus will bring them to board for approval.

Agency Values Committee

- Nothing.

Community Assessment

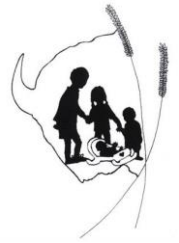
- Green areas are the changes, and most changes are minor.
- There was not a lot of community growth or change in this section from previous years.
 - Corson had some growth, but we don't serve much of the area.
 - Harding and Perkins had some small growth.
 - Butte held steady with very little growth.
 - Oglala Lakota had large growth, and that is common due to child birth. Oglala Lakota is a young county.
- Industry of employment stay the same.
 - Corson, Harding, and Perkins counties are primarily agriculture.
 - Education/Health fields is the other big employment area, especially in Butte and Oglala Lakota counties.
- Employment work trends is a new category that needed to be added due to the performance standards. Program families were surveyed, and a little over half (81) responded.
 - There was a lot of variation.
 - Around 1/3 of our parents are not working.
 - Of the parents who are working, the majority have a schedule that is either Monday-Friday, or is variable.
 - A lot of people are working days, only 1 person reported working overnight shifts.
 - We looked at how many parents work over 40 hours a week. There aren't many, but those who do were generally either due to multiple jobs, or self-employment.

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- Not a lot of jobs had paid benefits.
- School schedules – All communities that the program services except the reservations are a modified 4 day week (Newell, and Bison schools are a straight 4 day week, while Belle Fourche and Lemmon are a modified 4 day week). The school years run from late-August to mid-May.
- There was no large wage climb in any of the program service areas.
- Family dynamics (from PIR data) says our areas have a rate of 42% single parent families.
- 10-11% of program families have parent(s) that possess less than a High School diploma or GED. We direct them to where they can get a GED, but we don't pay for them to get it.
- Homelessness is self-reported in South Dakota. All counties in our service area were listed as under 10 according to DSS.
- Foster care does not have a lot of data, and counties are lumped together. Generally, our program doesn't see a lot of foster care children, but we did see a few this year.
- There was not much change in preschools.
 - Butte County no longer had PAT in the county, but we will be doing that again.
 - There was a drop in licensed child care facilities. Most licensed child care facilities are in Butte County, none are in Harding, one is in Perkins, and not many are in Oglala Lakota.
- Quality Rating Improvement System – Block grants were distributed to implement this program, and SD DSS got some money for it, but it's still a ways out.
- The DOE numbers based off the total population for public schools in the Pre-K through 12 range is: 239 in Belle Fourche, 230 in Oglala Lakota County public schools, and very small in our other counties. Marcus used a calculation to estimate the number of special education children under 5 using the DOE numbers.
- Education and health has similar needs and trends from last year.
 - The program saw gains in our assessment areas like language arts and mathematics.
 - Marcus is pushing for the DOE to add another assessment point for children before grade 3.
 - The good news is that most of the schools in our service area have increased in the level 3 or 4 (proficient, or advanced) categories. Unfortunately, the numbers on the reservations are very low in reading and math.
 - All service areas see a lot of kids with speech and language difficulties when they come in.
 - Majority of IEPs and IFSPs are related to speech in our program.
 - Our core needs to remain language and mathematics.
- BMI was not terrible this year.
 - Many children fell in the underweight or healthy weight categories.
 - BMI does not look at bone density, family health history, growth spurts, etc.
 - 25 children in the program were classified as overweight or obese.
 - Some classes do yoga, and home based do gross motor to get children moving.
 - Teachers and Home Visitors use "I am Moving, I am Learning."
 - We do get phone calls and even some drops (though none this year) after BMI letters are sent out.

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- The program had 10 prenatal. Only 2 joined in their first trimester, 5 in their second trimester, and 3 in their third trimester. 3 were considered high risk pregnancies.
- Medically underserved had few changes.
- Mental health statistics regarding self-inflicted mortality is close to the same. Corson is very high. Our areas do not have a lot of available services.
- Community resources lists out our partnerships with schools and medical sites.
- County profiles were updated with data from kidscount and peoplequickfacts.
- The Community Assessment is updated incrementally during the 5 years, and then a new one has to be done at the time of a new grant.
- It takes longer to find the data then to put it together.

Motion to approve the Community Assessment as presented

Motion made by: Jennifer Nelson

Second by: Rena Hymans

Motion carried

Form 425

- Quarterly report.
- It shows cash receipts and cash disbursements for the quarter and they equal out to zero.

Motion to approve the Form 425 as presented

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Form 8955

- This form notes money left in a 401K for more than 2 years by former employees.
- There is only one former employee who has done this.

Motion to approve the Form 8955 as presented

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Federal Site Visit Results

- Marcus felt it went really well, and that both sides were pleased with the results.
- Dolly Hull, and Linda Fiock came.
- Marcus had a tight agenda that he ran out of time with on both days
 - Dolly and Linda were brought to the Lemmon and Belle Fourche centers.
 - Talked to the leadership team.
 - Sat in on PC meeting.

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- No board member met with them.
- Packed a lot into a day and a half.
- Last time Linda had sat in on a board meeting.
- Linda is retiring soon, and Dolly is possibly her replacement.
- Linda was happy with what she saw.
- The did see one of the tougher cases at the Belle Fourche center, who did try a little bit of a run, but the teachers had it covered.
- They seemed to enjoy their time here.
- Linda kept mentioning the progress she has seen from 3 years ago to now.
- We have really good staff, good morale, and the work is getting done, even when nitpicking on smaller topics.
- This was an informal review.
- The real test will be when we have a formal review (CLASS most likely-next year).
 - CLASS can be subjective, but we will prepare as best as we can.

One Voice Update

- There is another meeting next week, and there had been one last week in Rapid City.
- The focus is children with disabilities.
- The group is getting close to finalizing a resource books.
- Janice from OLC wrote a grant, and the group got it.
- We have been at every meeting except one.
- We are close to getting a Memorandum of Agreement with the group. This will be a MOA that covers more areas than our regular providers, which will be a benefit to the program.

Budget Meeting

- Next Thursday, May 4th.
- The meeting will go over the moneys spent last year, and then assign figures for next year.
- Marcus will then fill it in and see how it turns out.
- The budget gets written into the grant.
- The plan will include bringing in a center based manager for Belle Fourche to reduce Michele's duties.
 - Need a supervisory presence there at all times.
 - Michele is good at covering all the details and paperwork, but she has double the staff size of the other ASM and there is fear she could burn out.
 - To help cover the cost, the program will get rid of the floater position and the supervisor will float between classrooms.

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- Michele will switch to a larger portion Early Head Start (18-20% more of her pay/benefits will come from EHS) which would give more money to the Head Start budget for the center manager.
- Budget will get approved at the May meeting.

Legislative update

- Head Start Improvement Act of 2017
 - This plan wants to send the money to the state level for distribution.
 - Does not seem to be any bipartisan support, and there has been no action on it in several months.
- The federal government is operating on a Continuing Resolution right now.
 - There is the hope that a stop gap will be approved to cover the next week until the legislature can work out a longer Continuing Resolution.
- There is currently nothing concrete on paper mentioning Head Start.
- Community service block grants have been mentioned as possible cut areas in the new budget. This does not affect our program, but other area Head Starts do get fund from the community service block grants.

Resignations & Terminations: None

Hiring Recommendations: None

Hiring in Process: None

Next Meeting Date: *May 18th 5:30 – 7:30 p.m.*

Meeting was adjourn at 7:38 p.m.