

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



Meeting Date: September 21st, 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, and Nika Avalos
Members Absent: None
Quorum Established? Yes
Non-Members attending: Jessica Carmichael, Marcus Bevier, and Melissa Pickle
Business meeting began: 6:05

Training: None

Additions to Agenda: Region 8 Priorities

TREC Business:

BOD Roster & New Member Recruitment

- nothing

Team Communication

PC Minutes – August 16th, 2017 Regular Meeting & Teleconference Meetings on August 18th and August 31st

LT Minutes – August, 2017

Motion to approve the Team Communications for PC and LT. for August 2017

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

Consent Agenda

August, 2017 BOD Minutes: Review and Adoption

Policies, Procedures & Forms: none

Motion to approve the Consent Agenda

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

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Old Business:

Maintenance & Improvement Projects

- Lemmon Slide
 - Installing this week.
 - The project expands the playground into previously unused area.
 - Tough timbers and load of chips will be used for the base.
 - Swing and slide should have been completed today.
 - The new equipment is good for HS and EHS children; toddlers especially.
- Belle Fourche Center Renovation
 - These were big renovations, and it is still not over.
 - Overall it is worth the frustration.
 - Suzy in there doing ASM duties. Melissa noted that this was great to have and has helped smooth the transition process.
 - Suzy felt comfortable at week 2 holding a meeting on her own with her staff.
 - Separate classrooms have helped with some behavioral challenges; although some students do still have emotion outbursts and impulse control issues.
 - Both bathrooms are functional.
 - Kitchen is in the works still.
 - Look in to possibly procuring the building
 - Rena asked about a capital campaign
 - Marcus said we will start with the Regional Office to see if we can get carry over dollars from other programs that went unspent.
 - Stability in the Belle Fourche area will be a plus of buying the building.
 - The building has clean plumbing.
 - No structural issues have been found.
- Newell Social Site
 - Working with S Bar S Roofing to repair/replace roof.
 - Collins Siding will replace the damaged siding.
 - Frontier Glass will re-glass some of the windows.

New Business:

Financial Summary Report: August 31, 2017

- Head Start – training and supplies line items are over.
- We will break even on the grant year.
- We thought we might have to spend out of the new grant year on some of the Belle center renovations, but it looks like the budget will be okay.
- Early Head Start had the same things as HS.
- 94% of budget totally spent as of August 31st, but we are waiting on straggling bills.

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- Admin allocation is under. 91% of admin budget is spent.
- HS in-kind was \$229,694 for the year.
- EHS in-kind had another really good month, and ended at \$241,092 for the year.
- Year in-kind totaled at 112% of requirement.
- It is easier for Home Visitors to get in-kind than Centers.

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

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

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

- CANS was a \$0.88 reimbursement from a social.

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: Nika Avalos

Second by: Janine Short

Motion carried

Cash Flow

- None

Summary of Operations Report: June 30th, 2017

- EHS was a little down for enrollment.
- Currently HS is 5 short for enrollment. Lemmon Center has 16 children. Bison has 13 or 14 children. Belle Centers have 14 children each.
- We use medically underserved.
- EHS waitlist is mostly over income.
- We have a lot of over income kids, but need to have an income match to have over income medically underserved.
- Parent surveys came in well.
- Finished ahead for total number of socials. Some socials had really cool activities or locations.
- EHS Year End Home Visits completion at 77%. Harding Country brings it down due to the missing staff member for 2 months.
- August is a tough month to complete home visits due to families' summer plans and the All Staff meeting.
- The transition to Parents as Teachers (PAT) is going well, and staff seem to enjoy using it.

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- EHS had an advantage with PAT because they could transition and start immediately. HS had a disadvantage due to the time lapse from when they learned it to when they use it. Melissa feels we are in a really good place with it, and that more home visitors see a benefit to the program.
- Melissa explained that PAT first 8 visits are outlined. Home visitors still pick child activities based on age, developmental level, and interest but certain areas like the importance of the parents' involvement and health are fixed into the plan to complete.
- The first PAT plan explains why parent is the teacher, and the parents do the activity with the child, not the Home Visitor.
- Each of first 8 make specific points; then it becomes very individualized.
- Marcus said that PAT is a focused home based and parenting curriculum, and sets the expectation of what you should expect from the Home Visit. It's not the teacher coming for child, but for the parents.
- Formal observation completions came out alright.
- Nothing really changed for ASQ/ASQ-SE completion percentage. It still shows the one that disappeared in EHS on the ASQ-SE and the missed dental in OLB HS.
- We are above 10% threshold for disabilities.
- Staff the same as last year, except Lemmon nutrition. Lemmon nutrition has done great. She argued with the school about them not providing a full meal because they did not include a grain, and demanded a correct meal for the children.
- We will hold interviews for substitutes soon. This will help us not take admin staff out of the office.
- EHS health – The hearing and vision completions look good, as do 12 month leads look. We have some work to go on 24 month leads. The numbers for completed dentals for 12+ month are coming up. We are working to break the belief that children don't need to go until 3, or that it is not important because it is only baby teeth. Staff constantly works to keep immunes from being past due. No HS health update since May.
- In general stats look good.

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

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

990 Tax Form

- No questions.

Motion to approve 990 Tax Form as presented

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

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Annual Report

- Marcus will bring this next month.
- He is finishing up the small financial pieces.
- Marcus may do it differently next year to encompass one fiscal year and a program year.
 - Fiscal year is January 1st – December 31st.
 - Program year is September 1st to August 31st.
- Enrollment up a little bit.

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

- Marcus asked if we need to keep this on the agenda
- Rena said take it off.

Head Start Program Performance Standards

- FBI Background check requirement is something we have really struggled with.
 - Try to have SD HSA try to get an ORI, and funnel through them; however SDHSA is a private nonprofit so it does not work.
 - Angela Smith from SD State DCI had 2 options:
 - Legislation, which will take too long
 - VCA waiver – we are a qualified entity under that.
 - We have sent in a VCA application, but haven't hear anything back from that yet.
 - Need to develop procedures of who can see and handle the background checks.
 - We will be doing the procedure change in the coming weeks as we get approval, etc.
- We started Practice Based Coaching.
 - Melissa introduced the program to staff at preservice.
 - Ruth Adams coached her area's Home Visitors.
 - Michele Kreuzer-Ranken coached Butte county and OLB Home Visitors.
 - Melissa Pickle coaches center teachers and assistant teachers.
 - Each coach has met with their people, except the Belle Fourche Center staff since they are getting into routine/new building set up.
 - The program has a self-assessment of where they think they are.
 - Together the coach and staff member develop goals based on where they think they are at.
 - So far staff has been very open and excited.
- New monitoring – from webinar earlier this week.
 - HS has come out with a new protocol to go with the new standards.
 - The system from 3 years ago is gone.
 - Protocol should come out next month.
 - OHS is still doing CLASS.
 - This is similar to the previous system.

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- The webinar introduced AMS 2.0 (Align Monitor System 2.0).
- There are 2 primary focuses.
 - Focus area 1 has the reviewers get to know the program via calls and preliminary work. It looks at how you use data, your goals, and program set up/organization. There will be targeted monitoring if they have concerns. This happens in grant years 1 & 2.
 - Focus area 2 is a comprehensive review. Reviewers come out for a week and check out the entire program and ask questions. The Regional Office reiterated on a phone call that this is a collaborative effort of the program and monitors. This happens in grant years 2 & 3.
- October 10th the formal release of the new monitoring protocols will be out, with these significant changes.
- CLASS is somewhere in the middle of years 2 and 3.
- It is likely we are in Focus Area 2.
- No official letters yet.

Agency Values Committee

- Table until next time.

School Messenger - Implementation

- Training today for Marcus and Jessica Carmichael
- During training we found a host of smaller issues i.e. 3 users when unlimited users is what we had ordered, and the teacher messaging portion is not currently available to us. We need to get it connected so we can have teachers send out smaller messages than our mass weather/social info.
- Still trouble shooting issues.
- Marcus got the uploading figured out and will work with Jessica on this.
- We were billed for this when implementation was complete.
- There is more training tomorrow.

Resignations & Terminations: none

Hiring Recommendations: none

Hiring in Process: None

Region 8 Priorities

- Opioid/opiate addiction
 - Regional office didn't really expand on this.
 - Presume it has something to do with the nationwide epidemic and the possibility of family usage.
 - Rena noted that opioids have the same fall out and treatment as meth.

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- Nika asked is Home Visitors are trained to recognize use/abuse? Melissa said the Home Visitor safety covers drug paraphernalia, and red flags that someone may be under the influence of a variety of drugs. This area may need some updating.
- Marcus can see why it is a priority/hot button issue.
- Melissa is curious what it will mean in practice. Will there be information rolled out that we can share with families.
- Marcus said no toolkits have been mentioned thus far.
- Rena felt staff should refer parents to local resources, but Marcus was not sure we qualified to be the referral source.
- There are 2 meth/opiate treatment centers in SD – 1 east river (Canton), and 1 west river (Rapid City), and the one in Rapid City has very limited resources and beds.
- Melissa noted that the program relies on Rebecka Funk for these types of issues and starts by referring a family to her.
- Enrollment
 - We've had some issues here. In the past there have been significant issues getting and staying full, especially with so many issues in OLB with the larger slot numbers before
 - Marcus's talk with Dolly helped quell some fears.
 - We can get a grantee specialist (GS).
 - Dolly had asked if we feel like what we are doing is working.
 - Marcus wants to do what is best for children and families, and not lose funds.
 - Dolly said the Region 8 Office is committed to helping grantees, not penalizing them.
 - Income eligibility is a struggle for every program in the state except Sioux Falls.
 - We are not singled out. This is region-wide issue.
 - There are ways to work with income like farm/business income loss. Things like that can get to a pretty low number.
 - Janine asked if we look at a particular schedule or a specific line on the tax return. Marcus said a number of things are considered. We don't have to count capital gains. Some folks are just categorically eligible. We can reserve slots for categorically eligible now. It is available for 30 days for that child while paperwork is being filled out.
 - Sioux Falls is using 110-130% of income for the first time. Sioux Falls has a large wait list.

Executive Session for ED Evaluation Tabled

Adjourn at 7:04 PM

Next Meeting Date: October 19th 5:30 – 7:30 p.m.