

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



Meeting Date: October 19th, 2017
Board Business Mtg.: 5:30 p.m. to 7:30 p.m.
Place: Belle Fourche Center Building
Telephone Number: 605-723-8837

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Roll Call:

Members Attending: Janine Short, Brad Brunner, Jennifer Nelson, and Nika Avalos
Members Absent: Rena Hymans
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Jessica Carmichael, Melissa Pickle, and Dorothy Richards
Business meeting began: 6:17

Training: None

Additions to Agenda: SF-425 Quarterly, Form 941, and Building Purchase Discussion

TREC Business:

BOD Roster & New Member Recruitment
• none

Team Communication

PC Minutes – September 20th, 2017 Regular Meeting
LT Minutes – September, 2017

Consent Agenda

September 21, 2017 BOD Minutes: Review and Adoption
• No questions, corrections, or comments.

Motion to approve the September 21, 2017 Board Meeting Minutes
Motion made by: Janine Short
Second by: Nike Avalos
Motion carried

Policies, Procedures & Forms

Old Business:

Maintenance & Improvement Projects
• Lemmon Slide – The new equipment has been installed and looks fantastic. It is quite a success. The children love them. Staff has even had to start using a sign up list to take turns for using it.

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- Newell Social Site – We are working back and forth with Collins Siding for bids. There will be an itemized list. Due to glass in the carpet, a little bit of flooring will need to be done. We want to lay a new floor that will take little kids, and be easy to clean. Brad asked if the carpet replacement was on the insurance. Marcus thinks so, but was not sure. Melissa noted that linoleum will likely be used to replace the carpet. Some window glass will also be replaced.
- Belle Fourche Center Renovations – The area is transformed, but it did come with some stress. Marcus has before pictures. Staff is starting to slide back into normal mode of business at the Belle Fourche center. Most of the project is finished. David Flack will be coming in to pound some posts. There is painting to finish, possibly over Christmas. Jennifer asked if parents were willing to help. Marcus said that some parents in PC had mentioned interest, so it is a possibility.

New Business:

Financial Summary Report: September 30, 2017

- September expenses are mostly in personnel and benefits. A negative amount in travel is from SDHSA; we were reimbursed for stuff we haven't paid for yet.
- 6% of the Head Start budget spent.
- 5% of the Early Head Start budget spent.
- Admin expense is at 3%, and the cost must stay under 15% of the program total. Marcus Bevier, Jessica Carmichael, Bev Smith, Dorothy Richards, and related expenses are admin costs in full or partial.
- We spent all of last year's grant. It's all obligated due to the Belle Center renovations, and some spent from this year. We are about \$4,000 over budget due to extra staff days as we stand right now Dorothy figures.
- In-kind: EHS is a program of continuity, so it shouldn't have only \$2,827. HS and EHS in-kind is above last year's numbers. Dorothy heard that in-kind sheets were not handed out the first week, and were the 2nd week handed out, but the CPA needs it at 3rd week so September's gets only about 2 weeks counted for in-kind. Last year there were a lot of in-kind stragglers that weren't able to be counted because they were so late. Jennifer asked what counts as in-kind. Dorothy stated that the majority is parents working at home with children on things that tie back to the Home Visit or the child's IEP/IFSP. There is a form and we indicate which activities in a domain they should be working on. Marcus said the activities all ties back to the individual child plan and school readiness. The parents should be focusing on an area that the child hasn't already mastered. In-kind sheets are handed out to parents weekly, and ideally the Home Visitor should get one back that is already completed when they hand out the new one. Marcus commented that at the PC level we have talked about using School Messenger to send text notices as reminders, and the possibility of using a digital form. A digital form brings up several issues, including the fact that they must be signed physically. Dorothy reminded everyone that in-kind is a fiscal form and must meet certain rules and standards. Melissa suggested asking at a Region 8 round table or networking if this has come up with any other programs, and if so look at how it is done. Dorothy is worried that parents on a computer would make it too easy to 'cheat' and not be doing the work with the child.

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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: Nika Avalos

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

- Menards large expense was cabinets.

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 made by: Janine Short

Second by: Nika Avalos

Motion carried

Summary of Operations Report: September 30th, 2017

- We were at 102 in Head Start, and 63 in Early Head Start for Sept, and should be full this month.
- We have to be very conscious of under income/over income/medically underserved categories. Last year it was a struggle to find income eligible kids. This is an issue state wide, with the exception of the Sioux Fall School District Head Start.
- 11 of 12 socials were completed in September.
- Seated new PC, and did orientation with them yesterday.
- Family partnership agreements are coming in well.
- Staff is doing well getting in the homes for visits so far. Center staff has completed most of their first required home visits. Butte D is at 63%, but she only missed 3 visits. Each miss creates a huge impact on her percentages because it is a small cluster. In Butte A, and Perkins EHS, they are over 100% completed. This only happens if staff is doing make ups ahead of time. It will even out by the end of the year. Linda Fiock from the Regional Office has asked that question in the past. When a month is high, it is either a make up for the month before or month after.
- Classroom attendance is doing well. We are seeing some sickness in center with common illnesses such as the chicken pox in Lemmon, and hand foot and mouth in Belle Fourche center. Bison and Lemmon have good attendance.
- GOLD collection deadline is coming up, which allows admin staff to put together the Fall Aggregation.
- We are rounding up the 45 day requirements. OLB3 and Butte B each have one outstanding. We have 24 children on IEPs or IFSPs, and 6 referrals in the process. The numbers on the operations reports will be a bit higher after screenings during this first month are all factored in. We are having no problem meeting the 10% disability requirement currently.
- Health and safety are going well. Misty, Bri, and the ASMs have been out doing the hearing and visions screenings. Immunizations past due should hopefully come up soon. Both OLB and Butte County have a lot of them past due. 24 month lead tests will need some work; this area is traditionally an issue, but our 12

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month numbers are not terrible. Physicals and dentals for the 90 day deadline are coming up right around December 1st. As we start focusing on that area, the numbers should improve. The start of a program year has a lot to be completed. There should be more yellow and green on these lines in the future. Brad says it looks as good as it ever does at the beginning of the year.

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

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

SF-425 Semi Annual Report

- Cash-in/cash-out for half the year.
- It ends up being balanced at \$0.
- Any earned program income is dividend checks primarily.
- Insurance money not considered income on this form.

Motion to approve the SF-425 Semi Annual Report

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

SF-425 Quarterly Report

- Cash-in/cash-out for the quarter.
- It ends up at \$0.

Motion to approve the SF-425 Quarterly Report

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

Annual Report

- Since last year's report we have:
 - New health staff
 - A Belle Fourche center based ASM
 - New Belle Fourche center building
 - New performance standards
 - New curriculum for home-based (Parents As Teachers)
- The financials use the CPAs current figures of 94% of the budget spent. The rest of the fund are obligated, and that will be updated when the money is all spent. Dorothy pointed out that page 3 needed to be adjusted to read better that the figured are for the end of the program year, not fiscal year.
- The report talks about our proposed budget and where we stand.

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- 71-72% was spent on personnel and benefits.
- Enrollment figures have improved over the last few years.
- Last year enrollment was at 96/97%. Marcus would like to improve it to 100% this year.
- Marcus noted that this report doesn't get sent to Regional Office, but it does get posted to our website as required by the HS Act and the Performance Standards.
- Results of last audit must be included, but it can be a paragraph. It doesn't need to be very complicated.
- Shows projected for this year's budget.
- There is an outline of how the annual report should be laid out in the HS Act.
- Fiscal audit had no findings.
- Monitoring section noted that we had none done last year. Marcus noted that the program will be having a comprehensive review and CLASS monitoring this year.
- 2013-2014 year was out most recent CLASS scores so they are in there.
- Medical and dental stats in there, but Marcus plans to double check them.
- Parent/family stats – which are pretty good, are listed.
- Staff qualifications are included in the report.
- School readiness – This has last year's data from our aggregation for the main categories watched in TS GOLD: social/emotional, literacy, math, fine motor, and gross motor.

Motion to approve the Annual Report as presented

Motion made by: Nika Avalos

Second by: Jennifer Nelson

Motion carried

Form 941 Quarterly

- Wages, tips, compensation, and federal tax/Medicare/social security withhold
- July through September
- Deposit amount \$2,582

Motion to approve Form 941 Quarterly

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

Belle Fourche Building Discussion/Purchase

- Marcus wanted a quick building discussion.
- We have a 2 year lease, but after 1 year the owner can put it on the market if we don't indicate intent to buy
- Marcus looked at standard areas 1303-43/44/45/49 related to purchases.
- Marcus thinks we should purchase the building as it fits our needs, the program has invested a lot of time and money, and he does not foresee any reason we would discontinue services to Belle Fourche. He would like permission to start the process.

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- Things we need to figure out include preliminary eligibility, and if it is within our service area, area lacks suitable facilities (we need a realtor to write a letter for this).
- Marcus believes this is possibly the best option in this community.
- Dorothy doesn't want to see another forced move due to the building being sold, and then having to spend a lot of money on a remodel, especially since there are not a lot of options in Belle Fourche.
- Janine asked how you finance a purchase. Marcus said we can apply for left over funds that can be used for a project like this and are applied for as a one-time grant. Dorothy noted that in the past we needed a down payment on Buffalo and Newell.
- Jennifer mentioned that the Spearfish Community Foundation does similar grants, and asked if Belle Fourche has something similar. She also mentioned other avenues like Black Hills Energy. Marcus is not aware of anything like this, but is willing to look into that as well as other programs like United Way. Brad commented that those groups often don't want to give money for a building purchase; they want a project or program with a clear objective.
- Dorothy will need to look at how it will fit in the budget if it is a large mortgage amount.
- Jennifer felt it made sense to look at buying
- Marcus asked if anyone felt that this fundraising. Dorothy said she don't think so because you are trying to buy a building for HS. No federal employee can fundraise according to the uniform guidance.
- Marcus will get a notarized realtor letter.
- Dorothy thinks the Regional Office maybe more apt to look at the purchase favorably if we show we are looking at other funding sources.
- Marcus said the proposal will tell the story of how we got lucky and found the building, did the renovations, and don't want to lose another building. Our center fills an integral need for families in this community because they need services. Without the building we would lose children, and they wouldn't get these beneficial services.
- Jennifer asked for a timeline. Marcus said he would begin work on the preliminary eligibility immediately and get it submitted to Candace or Dolly. The next step will include building dimensions, etc.
- All grantees run different grant periods, so funds become available at different times all throughout the year.

Motion to begin the process of trying to buy the Belle Fourche center building located at 1847 5th Ave.

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

Head Start Performance Standards

- User agreement signed for FBI background checks through state.
- It is an issue for many programs, and an IM was sent that this requirement will be pushed back another year.

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Agency Values Committee

- none

School Messenger - Implementation

- Marcus and Jessica Carmichael have done some training.
- Staff has been notified the number to give families to sign up for School Messenger text messages. Pam has already given this information out.

Resignations & Terminations: LF-Butte EHS HV

- Originally LF was the center floater, and is now a Butte County EHS HV.
- She is going to Regional Hospital to do social work.
- We will work on hiring out her position.

Hiring Recommendations:

Hiring in Process:

- We are working on hiring Judy Wilson as a Belle Fourche center substitute.

Other

- Nika may have an attendance issue between January and May due to clinicals while at school.
- Marcus mentioned the possibility of having the board come down during a social. Nika asked if the board can pop in at any time, and Marcus asked everyone to clear it with him before stopping down.

Executive Session for ED Evaluation

- Tabled
- Brad is waiting on ED evals from Nika and Rena.

Adjourned at 7:30

Next Meeting Date: November 16th, 2017 5:30 – 7:30 p.m.