

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



Meeting Date: November 16th, 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: Brad Brunner, Jennifer Nelson, and Janine Short
Members Absent: Nika Avalos, and Rena Hymans
Quorum Established? Yes
Non-Members attending: Jessica Carmichael, Marcus Bevier, and Dorothy Richards
Business meeting began: 6:21

Training: None

Additions to Agenda: Belle Fourche Center to the Maintenance and Improvement projects. Change Head Start Performance Standards to Monitoring Events.

TREC Business:

BOD Roster & New Member Recruitment

Team Communication

PC Minutes – October 18, 2017 Regular Meeting & Teleconference Meetings on October 24th
LT Minutes – October, 2017

Consent Agenda

October 19, 2017 BOD Minutes: Review and Adoption

Motion to approve the October 19, 2017 Minutes as presented
Motion made by: Janine Short
Second by: Jennifer Nelson
Motion carried

Policies, Procedures & Forms

Old Business:

Maintenance & Improvement Projects

- Newell Social Site Siding
 - We had to shift money from the old grant year to the new grant year so we could use it.
 - We are on Collin's Siding's calendar in February, the earliest we could get on the schedule.

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- There was glass in the carpet, and not everything under it was hardwood when the rug was pulled up.
- Bev went to Hills Interior to look at flooring options this week.
- Currently we do not have a lot of families in the Newell area, but we still need the social site operational.
- Belle Fourche Center
 - For installations you need a plumbing permit.
 - Last week we had an inspector stop down, and we referred him to the plumber.
 - The inspector specifically asked about the water heating control to the sinks in the classroom, which the plumber had put a mixer in at the heater.
 - This applies to both commercial and residential, and is from the state level.
 - We have not heard anything further yet.

New Business:

Financial Summary Report: October 31, 2017

- There is no cash flow projections this month.
- Head Start is about \$29,000 over budget due to the Belle Fourche center renovations, as well as benefits.
- Head Start's budget is 17.12% spent.
- Early Head Start's budget is at 13.03% spent.
- Program is at 15.29% of the total spent at the 2 month mark.
- The administrative expense is at 11.97% of the budgeted amount spent, and must stay under 15% of the budget total.
- In-kind
 - Head Start was at \$23,593.
 - Early Head Start was at \$33,630.
 - We are at 82% of the Year to Date total.

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

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

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

- MasterCard was around normal (approximately \$3,000 per month).
 - New vacuum for Lemmon.
 - Menards is cleaning supplies and cabinets.
 - Council for Professional Development is for a CDA.
- Wal-Mart is either education supplies or cleaning supplies generally.

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- CANS report: \$4,680.34 reimbursed.
- Most of the bigger checks were for insurance. We try to pay it all up by the end of December.
- No leave reserve changes this year so far.
- Hunger relief is the same.
- USDA Savings is the same.

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: Jennifer Nelson

Motion carried

Summary of Operations Report: October 31st, 2017

- Fully enrolled in October.
- Keeping fully enrolled is a priority of the Regional Office. They could take away funds if a program is deemed chronically under enrolled, which we were considered to be in the past. The idea is to move funds from the chronically under enrolled or programs making slot reductions in order to move money to larger metropolitan areas with longer wait lists. Opioids and childhood obesity were the other priorities of the Regional Office.
- 4 drops in September, and 3 in October for 7 total drops. Drops were from either too much of a time commitment or the families moved.
- Our wait list is mostly over income. The under income have already been taken this month.
- New policy council members were seated last month.
- Socials are going along as planned. 23 EHS and 22 HS socials so far.
- Home Visit completions were high in October. The numbers will likely come down with holidays, Butte E staff member maternity leave, and Butte C staff member resignation. OLB clusters were both completing more than 80% of their visits.
- HS completion rates: 88% YTD, with 85% this month.
- EHS completion rates: 87% YTD, with 81% this month.
- Homeless are mostly in OLB, but in Butte and other counties as well. McKinney Vento is the level – so doubled up/sharing families count as homeless.
- Observations – There are not a lot yet because it is early in the year, but the ASMs will start soon.
- Classroom attendance is pretty good. Every center was over 80%, and some were over 90%, even with illnesses.
- There are a lot of dental follow ups needed.
- DIALS and ASQs have been coming in.
- IEPs and IFSPs are above the 10% required threshold.
- We met all the 45 day requirements.
- Health is overall pretty good.

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- Dental follow ups and lead test are the difficult areas we always run into.

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

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Monitoring Events

- We will be monitored this year.
- They will request some documents.
- We elected to do CLASS at the same time as the Focus Area 2 Comprehensive Monitoring.
- The Board will be involved, so we will start talking through some of the language the reviewers use during the December and January meetings.
- We will cover these with staff at the January All Staff.
- We meet all the requirements, but the “lingo” may not be the same.
- We have the monitoring protocol to reference.

Agency Values Committee

- Tabled.

School Messenger Implementation

- It has been implemented.
- We haven't used it for any events yet.
- Marcus has worked on some of the classroom lists so we can send social notifications.

Resignations & Terminations: JC/AA

- JC is resigning to spend more time with her family.
- November 17th is JC's last day.

Hiring Recommendations:

Hiring in Process:

- Interviewed for EHS Home Visitor in Butte County.
- Lady graduating in December, but has experience with children, a community center, and gymnastics.
- Well prepared for the interview.
- Psychology and sociology background.
- We are in the background check process.

Adjourn at 7:04.

Next Meeting Date: December 21st 5:30 – 7:30 p.m.