

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



**Meeting Date:** January 17, 2019  
**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, Jennifer Nelson, Brad Brunner, Nika Avalos  
**Members Absent:** Rena Hymans  
**Quorum Established?** Yes  
**Non-Members attending:** Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle  
**Business meeting began:** 5:58

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**Training:**

**Additions to Agenda:** Staff Grievance

**TREC Business:**

**BOD Roster & New Member Recruitment**

- No discussion on this item.

**Team Communication**

PC Minutes – December, 2018

LT Minutes – December, 2018

**Consent Agenda**

**December, 2018 BOD Minutes:**

- No physical meeting, Email Votes on actionable items, no questions

*Motion to approve December 2018 Minutes*

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

**Policies, Procedures & Forms**

- No discussion

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## Old Business:

### **Maintenance & Improvement Projects**

- Plumbing issues at Belle Fourche Center, kitchen sink backed up. Plumbing issue only affects the kitchen. Floor will have to be dug up to find cause. \$1,000 estimate was given.

## New Business:

### **Financial Summary Report: December 31, 2018**

- Expenses: HS has spent about 37% of budget, most on Personnel and Benefits as is expected. “Other” category is high due to beginning of the year insurance payments being made. Vehicle registrations are also in this category and are about to be paid. EHS has spent less, only 30% due to a full year program and a missing Home visitor in Harding County. This area is being covered by the HS home visitor and the Area Service Manager for the area. An interview was conducted for this position but was unsuccessful. “Other” category is high due to insurances. Program wide, 1/3 of the budget has been spent 1/3 of the way through the year
- Admin Costs: Most admin costs are taken up by personnel and benefits and contractual obligations totaling to about 30% of the budget spent program wide. HS has spent about 30%, EHS 40%
- In-kind: HS brought in \$22,000 and sits at 70% of target. EHS brought in 24,400 during December which is right on track. Program wide, in-kind is at 80% of the total target. Need to keep getting the in-kind in. Center based programs are a little more difficult to get in-kind from but they are trying. In-kind is expected to pick up based on historical data but we will continue to monitor

*Motion to approve Financial Summary Report as presented as well as the*

*Motion made by: Janine Short*

*Second by: Nika Avalos*

*Motion carried*

### **Full Credit Card Reports, Bank Statements, CANS Report, Shopko and Sam’s club, Cash Flow Projections December 31, 2018**

- CANS (CACFP) is being affected by the Government shutdown. The cost of meals is built into our budget so the only effect this will have on us is the possibility of late reimbursements. Currently, CACFP is approved to continue reimbursements through March
- Cash flow projections: HS is projected to be over by \$1800. EHS is projected to be under by \$32,000. Last year EHS had to give back \$1300. To prevent this from happening again, a project list has been created that will be continually updated and used to spend any remaining funds at the end of the year

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*Motion to approve Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club  
Cash Flow Projections December 31, 2018*

*Motion made by: Nika Avalos*

*Second by: Janine Short*

*Motion carried*

## **Summary of Operations Report: December 31<sup>st</sup>, 2018**

- Enrollment was full for both programs during the month of December.
- Currently, HS has 101/102 filled, EHS is full
- Recruiting is happening continually
- There have been 9 drops total, HS has been fairly stable. Most of the drops occurred last month, some of which have already been filled
- Family and Community Partnership paperwork has been coming in well
- The Clarkson Foundation has given us another gift to use in Buffalo
- Socials in both areas are on track, trainings being completed are as well
- December tends to see both families and home visitors taking time off for the holidays so home visit completion rates can be expected to be lower
- HS home visit completion is not bad but could be better, specifically in OLB. There is a new home visitor in this area that we are working with to improve completion rates
- EHS completion rates increased last month, Harding County rates are low due to not having an EHS home visitor in the area. Families are being covered by weekly packets and the Area Service Manager when she can do visits
- Formal Observations will pick up here shortly, EHS has completed 3/12 social observations
- Attendance is doing well, especially in Lemmon
- TS GOLD fall baseline has been completed and the next one is due shortly
- 45/90s are coming in quickly
- IEP/IFSPs account for over 10% of the program and there are still referrals out
- Health numbers are looking good, Leads are a little low on the HS side. Current immunizations look good with only 6-7% past due.

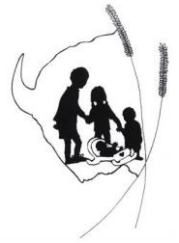
*Motion to approve Summary of Operations Report and other Monitoring Reports for December, 2018 as presented*

*Motion made by: Jennifer Nelson*

*Second by: Janine Short*

*Motion carried*

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## **SF 425 Quarterly Report**

- Indicates cash in and cash out for this quarter
- No questions or discussion

*Motion to approve SF 425 Quarterly Report as presented*

*Motion made by: Nika Avalos*

*Second by: Jennifer Nelson*

*Motion carried*

## **Self-Assessment Planning Document**

- Plan for the self-assessment, what type of data to use
- Assessment is set for April 4<sup>th</sup>, though some staff may be missing due to an Early Childhood Conference in Pierre. This is the date that the most people could attend on.

*Motion to approve Self-Assessment Planning Document as presented*

*Motion made by: Nika Avalos*

*Second by: Jennifer Nelson*

*Motion carried*

## **FCP-ERSEA Documents**

- A box has been added to the application to indicate if a parent is incarcerated. This has been added due to the uptick in the number of families with an incarcerated parent (either current or previous incarceration)

*Motion to approve FCP-ERSEA Documents*

*Motion made by: Janine Short*

*Second by: Nika Avalos*

*Motion carried*

## **Staff Wellness – T/TA Wellness Cohort**

- We put in an application to be included in a Wellness Cohort. We were approved and will be meeting on February 4<sup>th</sup> for a conference call to meet the rest of the cohort. The goal is to design programs that focus on staff wellness and wellbeing, particularly for direct services staff, in order to keep staff from burning out. The cohort will be active over the next year

## **Program Funding Letters – JTV and Neil Wanless**

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## **IT Issues**

- A meeting with Kirk Beauchamp has been set up for February 5<sup>th</sup> to discuss the details of the engagement

## **Hiring in Process: BF Teacher, HC EHS HV, Bison Assistant Teacher**

- Hired Naomi Lermon as Belle Fourche Center 1 Teacher. She is enthusiastic and has a lot of cool ideas, including the worm farm/compost that they have started. We are working on early childhood education with her
- Still looking for a HV in Harding County
- An interview is set up for Friday, January, 18<sup>th</sup> at 10am for the Bison Assistant Teacher position

*Meeting adjourned at 7:10 p.m.*

*Next Meeting Date: February 21<sup>st</sup>, 2018*