

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



**Meeting Date:** February 21, 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, Rena Hymans, Brad Brunner  
**Members Absent:** Jennifer Nelson, Nika Avalos  
**Quorum Established?** Yes  
**Non-Members attending:** Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle  
**Business meeting began:** 6:15

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**Training:**

**Additions to Agenda:** Seating Rena Hymans, Dolly Hull visit, resources for families

**TREC Business:**

**BOD Roster & New Member Recruitment**

*Motion to approve the seating of Rena Hymans  
Motion made by: Janine Short  
Second by: Jennifer Nelson*

**Team Communication**

**PC Minutes – January, 2019**

- No discussion

**LT Minutes – January, 2019**

- Header date needs to be changed from October to January

**Consent Agenda**

**January, 2019 BOD Minutes:**

- No discussion

*Motion to approve January 2019 Minutes  
Motion made by: Janine Short  
Second by: Rena Hymans*

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## **Policies, Procedures & Forms**

- No discussion

## **Old Business:**

### **Maintenance & Improvement Projects: Belle Center Purchase**

- Belle Center purchase has been approved at the regional level and sent to Washington for final checks and signatures, Marcus will inquire on the progress if no word is heard by Friday, February 22<sup>nd</sup>

## **New Business:**

### **Financial Summary Report: January 31, 2019**

- Spent almost half the budget on the HS side, we are half way through the year
- Teacher's assistant is missing in Bison Center
- Brought on Michaela Hallam to help out in BFC1
- Three substitutes and staff rotate to keep Bison staffed
- Training and TA has spent a bit for HS four strictly HS staff are taking college classes
- HC is still missing an EHS home visitor that accounts for the lesser amount of the budget spent on that side, interviews have been fruitless thus far
- EHS Training and TA money is sending 3 home visitors to PAT Training in Pierre and 3 home visitors to PAT Training in St. Louis
- Admin: looking good so far, other category is high due to insurances paid at the beginning of the year, this category will not see much movement going forward. 35% of admin budget has been spent
- In-kind: HS had a good month in January bringing in almost \$30,000, still short of target. Importance of in-kind has been stressed at Policy Council and if it does not pick up, emails and visits to socializations will be made to reiterate to parents the need to complete and turn in sheets each week. EHS is about 3% above their target amount. About 86% of the total goal has been met
- Clarkson Foundation has donated to the Buffalo site again this year: \$1,725

### ***Motion to approve Financial Summary Report as presented***

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

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## **Full Credit Card Reports, Bank Statements, Cash Flow Projections, CANS Report, Shopko & Sam's Club**

- HS is projected over \$5,000 which is anticipated to even out, some of the overage is due to salaries for positions that are not filled
- EHS is projected under primarily due to the lack of a home visitor in Harding County, a project list has been created to spend any unused funds

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

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

## **Summary of Operations Report: January 31, 2019**

- Fully enrolled last month
- About 8 days left in February with the anticipation of being fully enrolled
- Drops are high this year, primarily due to families moving
- We have a lot of families that are considered homeless, 4 of which have received housing this year
- Monthly enrollment has seen 3 drops with all 3 slots filled for HS, 5 drops with all filled on the EHS side
- 5 over income on the waitlist for HS, some qualify as medically underserved
- All families on the EHS waitlist are over income
- FCP paperwork is coming in well with the exception of OLB, when given paperwork, it is explained to families the importance of the paperwork and how the information is used to tailor the program to family's needs
- Trainings at socializations are doing well, HS is a little behind due to weather
- BFC is having a career week
- HC is doing well for both socializations and home visit completion
- EHS is ahead of socialization goal
- National average of home visit completion is about 50%, our rate is 74% for HS and 77% for EHS
- OLB home visits are low. OLB2 is a new home visitor as of this year, weather has presented a challenge in the area for both home visitors. OLB3 was in a car accident and has not been able to work. Percentages should improve when she returns to work, the home visitor is doing okay but still needs to be medically cleared before returning to work
- EHS is looking really good, HC EHS is covered by Cara, Ruth, and mailings until a home visitor can be found.
- Attendance in BFC 1 is low due to illness and some family issues, the importance of consistent attendance is being stressed at centers
- TS GOLD winter observations are being completed, the report should be done by next meeting. BFC 1 kids were re-evaluated by the new teacher so some of their scores have been altered and may have dropped in some areas

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- Developmental Screenings have been completed 100% in 45 days
- IEPs and IFSPs are mostly based on speech and articulation and are above the 10% requirement for the program
- Health data looking good. Dental follow-ups have increased but there are more that need to be done, growth rates are good. Immunizations are about 95% up to date program wide, considering the recent measles outbreaks, this is very good. Well child checks need to be completed. 12 month lead tests are at 100%, 24 month are lower but this tends to be affected by children turning two

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

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

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

- First meeting has been had and it was determined that a holistic approach to wellness, first focusing on staff then moving to families, will be the goal
- There is no money attached to the cohort so grants may be pursued though it is preferred that ideas have little to no cost so they are accessible to all
- The next meeting will take place to discuss ideas for staff wellness from a holistic standpoint, currently mental, physical, and financial wellness are being considered, more brainstorming is needed to get more specific ideas such as healthy eating and sleeping

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

- No updates

## **IT Issues**

- A meeting with Kirk Beauchamp occurred on the 5<sup>th</sup> of February
- 6 month contract to start to get us through the rest of the program year and will also function as a trial period
- Kirk is amenable to different ideas on how to improve our IT situation
- New services may see us switching to Office 365 to remedy some of the issues
- Kirk will be going out with Bev for site visits shortly

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

- No successful interviews for HC HV
- Two long term subs for Bison are in process, the position will remain open

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**Incarceration and Homelessness**

- Due to an upward trend of incarceration of parents, Marcus reached out to Sesame Street for materials on how to approach the subject with children
- Sesame Street sent a list of resources for topics that are difficult to broach with families and children
- Resources for incarceration, homelessness and grief were selected to provide developmentally appropriate ways to tackle tough issues

**Dolly Hull Site Visit**

- Dolly Hull will be doing a site visit April 16<sup>th</sup>-18<sup>th</sup> for a regular site visit
- She will likely attend the Board meeting

*Meeting adjourned at 7:15 p.m.*

*Next Meeting Date:* *March 21<sup>th</sup>, 2019*