

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



Meeting Date: October 28, 2021
Board Business Mtg.: 5:30 p.m. to 7:00 p.m.
Place: Belle Fourche Administration Bldg. & Virtual
Telephone Number: 605-723-8837

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Roll Call:

Members Attending: Brad Brunner, Erin Melling, Janine Short and Elizabeth Christian

Members Absent:

Quorum Established? Yes

Non-Members attending: Marcus Bevier, Dorothy Richards, and Judy Petera

Business meeting began: 6:03 pm – Called to order by Brad Brunner

Training: No training at this time.

BOD Roster: No training at this time.

Additions to Agenda: Newell School and Project Skills

TREC Business:

BOD Roster & New Member Recruitment – nothing at this time.

Team Communication

PC Minutes – September 2021 Minutes

- No discussion

LT Minutes – October 2021 Minutes (no meeting in September)

- No discussion

Consent Agenda

TREC BOD Minutes – September 16, 2021

- No discussion

Motion to approve July 2021 Minutes

Motion made by: Erin Melling

Second by: Janine Short

Motion carried

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Policies, Procedures & Forms

- No discussion or approval needed at this time
- At this time, we are emailing back and forth seeking guidance with Dolly regarding COVID vaccines
- NHTSA should have final ruling first week of December
- Will we have non-compliance and repercussions in Policies & Procedures regarding vaccines?
 - Nothing set at this time
 - Not anticipating developing our own policies, no – it will be a federal mandate, you will be dismissed. We will get something drafted.
- We watched the Sandford Occupational webinar, but still wondering if someone has bad reaction to vaccine – who's liable?
 - Our understanding is that Work Comp so far would take care of it

Old Business:

Maintenance & Improvement Projects

- Rain in Lemon and Bison.
 - Spotting in ceiling and soffit work needed in Bison.
 - Need to get contractor called.
 - Vent in bathroom in ceiling is leaking in Lemmon. Try to get done before winter.
- Newell – got concrete bid from Komes – will send approval out via email
- New door bids for Admin office came in – approx. \$9500

New Business:

Financial Summary Report: September 30, 2021

- Current monthly program expenses show that most was spent in the Personnel and Benefits categories
 - Personnel shows a bit high, as some monies were from the old grant year
 - Personnel may go higher next month, as we are adding on new personnel
 - Benefits, we pay 25% down to insurance agency, then monthly payments afterward, so that is why benefits is high for the first month
 - Insurance costs did go up a few thousand, up to approx. \$72,000 due to inflation.
 - Insurance added on a replacement cost on the buildings which may be truer number for replacement value than before
 - 5% and 4% total spent in Monthly Program Expenses in HS and EHS respectively
- The rest of the items are business as usual. September usually a slow start to the year.

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- Monthly Program Expenses: 85-90% spent in personnel
 - Contractual – nothing much to report there.
 - Training – Never used much last year. Starting to send staff to training. Last year were all virtual meetings. Some staff took college courses.
 - EHS – 76% of budget. EHS receives less than HS budget-wise, lower costs to run EHS side. They do get more money per child, just less expensive to operate.
 - Purchased car in August – look to replace a few more down the line
 - 82% of budget spent – not all bills are in
 - In-Kind – we had approved the non-share waiver. We were looking to return \$118,000 earlier in June, now looking at expected amount of \$30,000. This summer, we had HS families that had child in EHS program and we had them turn in In-Kind as well. EHS had a really good month in August. Even for enrollment being down, great job to families for working with children one on one and getting them ready and skills met, as well as turning in the In-Kind forms.
- Monthly Admin Expenses running pretty normal everywhere
 - Spent 3% in both HS and EHS side last month
 - These are all overhead costs, not directly related to providing services to families, includes insurance, accounting costs, partial wages of admin staff.
- In-Kind first month looks low, as there was only one week counted due to the cut off date of In-Kind for this month
 - October looks better
 - Takes families a few months to get on board and start sending in regularly
 - Had discussion with Bison and Lemmon crew, as their In-Kind seems higher percentage than Belle Fourche.
 - Look to see how they are more successful, check out their tracking system
- No discussion

Motion to approve Financial Summary Report as presented

Motion made by: Elizabeth Christian

Second by: Janine Short

Motion carried

Full Credit Card Reports, Bank Statements, Cash Flow Projections, CANS Report and Cash Flow Projection

- No Cash flow report
- No discussion

Motion to approve Full Credit Card Reports, Bank Statements, CANS Report, & Cash Flow Projection

Motion made by: Erin Melling

Second by: Janine Short

Motion carried

TREC 941 Report

- TREC 941 Report

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- Form we are doing our payroll taxes
- It is an Employers Quarterly Federal Tax Return
- Wages tips and compensation – what we pay in
- Fed tax withheld, plus Social Security wages, employee numbers, and wages, tips, and Medicare. All added together.
- Prepped by Casey Peterson Accountants

Motion to approve the TREC 941 Report as presented

Motion made by: Erin Melling

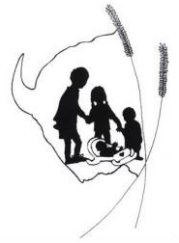
Second by: Janine Short

Motion carried

TREC IT Considerations

- TREC IT Considerations is just a discussion, no vote needed at this time
- We were looking to spend some monies back from last year, due to not fully staffed and monies left over.
- After looking at updating and purchasing new exchange server, saw area we could use these monies and not send back
- Talked to IT person Kirk for suggestions
 - \$10,000 for a new server
 - Current physical servers and Microsoft will be sunsetting service accounts
 - We would only have 5 years of service from Microsoft, then ending
- We would have to find other service to do patching security, etc.
- Need to hire consultant to fix anything. Nothing covered under current or future license. Would get costly.
- Security reasons also would be an issue
- 365 Office Works was pitched. It would be financially easier, our data would not be housed internally, but in the Cloud. Cloud can be considered safe. Stringent security measures. Would be new and a transition time needed
- Entire Microsoft Suite offered with 365 – set up at every site – enabling document sharing agency wide.
 - Do we have Insurance for cyber protection? No, but could get a rider for that
 - Another firm in town has had their own original server and moved to 365 – love it
 - Jack, with Current Connections, Rapid City, does great job and offers great availability
 - No concerns with new system – not any issues with IT
- TREC-BHS is not big enough to have our own server. Current Board Member uses 365, suggests when you have to go, switch it all at once, so info is not split between two systems

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TREC Retention Bonuses

- TREC Retention Bonuses
- Normally, we are not in favor of bonuses. They are not a long-term solution. We are at a point right now, that during the pandemic, we have had quite a few staff that have endured and did double time covering everything. People were wearing thin.
- Have the COVID Funds – this would not come out of grant money
- Not doing as a long-term solution
- Have given merit raises last year, but this would give them rewards to stay
- Have ideas on staff wellness ideas too
- \$238,000 needs to be spent in a couple of years.
- Will this be done a tiered-basis?
 - No, everyone has all been here, same coverage
 - Investing in people we already have looked attractive.
- Phased approach \$56,000 would be spent – additional monies spent on playground on Lemmon when the move there is complete
- Would like to reward staff at this time, they deserved it, worked short-handed under stressful conditions
- We do have a good culture and team, want to keep that
- Looked at other sign on bonuses for ideas as far as money given considerations, feel it is in alignment
- No discussion

Motion to approve the TREC Retention Bonuses

Motion made by: Erin Melling

Second by: Elizabeth Christian

Motion carried

Summary of Operations Report: September 30, 2021

- Enrollment –
 - Under enrolled in both HS and EHS sides at this time
 - Looking at full enrollment by January 2022, however NHSA may push out time frame on full enrollment, other sites are having difficulty filling their spots, too. Not just Head Start.
 - Recruiting is going well
 - Wait list at this time is all over-income
- FCP – coming in well
- Socializations – just started having socials, getting new Family and PC reps in and trained.
 - Have had 11 to date
 - Harding County is short an ASM, so HC HV have idea of hosting socials the same time as school event, to get better turnouts

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- Centers only need 5 for the year and are looking to maximize on it, whereas HB have 22 socials during the year.
- Home Visits – going well
 - Angie Vissia is assisting Marcus to cover the missing Harding County ASM
 - CB vs HB looks high, but confident that EHS will catch up.
 - New staff for Perkins County HV was just hired, so those numbers will increase when she is trained
 - New staff for Bison Assistant teacher update: background checks just came in and will look to offer her position
- ASQ – all in on the 45 days – 100%
- DRDP's will start coming in soon
- IEPS are down on the HS side, but look for them to increase. EHS side looks good at 2
- No home observations completed to date
- Attendance is good, even with two closures – Covid, and Weather issues
- Hearing and Vision test are looking good and almost completed, waiting on families to turn in results
- LEAD blood tests, harder to get those in. Some nurses are not able to blood draws, some nurses are not pushing them at the local clinics. Need to continue to work with providers and families
- Immunes – looking alright
- Completing the Dental checks
- No questions, no comments

Motion to approve the Summary of Operations Report

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

Project Skills

- Kim Scott called regarding Project Skills
- Puts students with disabilities with a coach to come in and train – we do not pay for anything – only for 20 hours per week up to 200-400 hours total for the year
- Scott has a person in mind that could be good in the classroom to help out
- This is done through BHSS
- We have known of others that have done this and seems to be working - a valuable deal.
- Will fill contact person in on what our process is – address the more than 15 hours per week (normal hours for volunteer person) – assure that there will be someone there with them, as not to pressure our staff
- Need someone that likes working with kids – play with kids – interact – no supervision responsibilities – have their provided coach with them
- Person in mind does have siblings, and would like to try this out in our domain setting

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- Should we make sure parents are on board? Yes. Our volunteer policy is strict, conducts background checks, etc.

Newell Pre-School

- Newell School approached us about having a preschool in their facility
- They want a full day program, parents are struggling
- They have a small wait list already
- Marcus met with superintendent – Andrew Fergen
- Marcus – wants to safeguard against making smaller HB option from our program, and do not want to have to move our financial model. We do not account for indirect costs at this time and want to keep it that way.
- Need to know if this will we undercut other preschool/babysitting centers? Do not want to do that.
- If they help and pay for their staff? Would need Fiscal advice.
- Pipeline of children – can they ensure 15 children every year? We need to ensure the same amount yearly so that NHS can justify costs.
- Reviewed their survey, ok, but need to survey again with tailor it down more.
- What about income eligible? Medically underserved? Cannot go with over income children percentage.
- We would have to ensure several things that would be in line with our program – need more information – need more discussion. Gets complex with staff wages – how to split.
- Newell may not be able to sustain the amount of kids – would need approval to move slots around – would need leeway of regional office.

Hiring Status

- Seeking to fill the following positions:
 - Education & Disabilities Specialist
 - Interview held, had knowledge of position and has qualifications
 - Background checks underway
 - Feel she would fit well with our work culture
 - Prior staff member in that position felt confident about her
 - Bison Center Assistant Teacher – waiting on PC approval vote
 - Bison Center Nutrition Services Support - hired
 - Perkins/Corson County Home Visitor – offer accepted – starts 11-09-21
 - Harding & Perkins County ASM – no applicants to date
- No discussion

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Resignation Status

- None at this time

Meeting adjourned at 7:07 p.m.

Next Meeting Date: *Thursday, November 18, 2021 – 5:30 p.m.*