

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



Meeting Date: November 18, 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: 6:10 pm – Called to order by Brad Brunner

Training: No training at this time.

BOD Roster: No training at this time.

Additions to Agenda: None

TREC Business:

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

Team Communication

PC Minutes – October 2021 Minutes

- No discussion

LT Minutes – (no meeting in November to date)

- No discussion

Consent Agenda

TREC BOD Minutes – October 21, 2021

- No discussion

Motion to approve October 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
- NHTA 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.
 - Contractor called, and left message
 - Vent in bathroom in ceiling is leaking in Lemmon. Try to get done before winter.
- Newell – got concrete bid from Komes – should complete before winter
- BF Center – frozen water line from last year was looked at to discuss how to winterize and cover, yet still have access. The Plumber came and gave us ideas and a bid.

New Business:

Financial Summary Report: September 30, 2021

- Current monthly program expenses show that most was spent in the Personnel and Benefits categories
 - There were 3 pay periods a month in October, ran figures of salary higher in October
- As part of grant goals and wellness committee needs, we are reviewing alternatives to current health insurance
 - Quotes for other kinds of insurance from Terry Caudill from various places
 - Will have to be diligent and watch for coverage area, and specialist areas to see if they cover in our area, and/or if we can see our own doctors, and if it covers major items if you travel somewhere to another specialist outside the area
 - Benefits stable for now, rates for health insurance up 10-11%.
 - Spending normal 17% HS 13% EHS – benefits and personnel higher this month, should be down in November
 - Admin cost – no concerns, normal 13% spent on HS and EHS

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- In-Kind – looked better, \$20,000 on HS side – parents doing activities with children; And \$12,000 on EHS side.
- Wanda Dunn – assisting with better way to communicate, better way to track In-Kind, and have better results. Center based seems harder to collect from parents. HV are in the home, and have socializations have more contact with families.
- Not full enrollment, but contributions coming in looked good
- No discussion

Motion to approve Financial Summary Report as presented

Motion made by: Erin Melling

Second by: Elizabeth Christian

Motion carried

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

- No Cash flow report
- Looked to be under budget \$16,000 – understaffed right now, but have budget figures in for positions we are looking to fill. ASM North and Ed and Dis.
- EHS – quite a bit higher, under \$39,000 in classes of wages, benefits mainly
- Most programs statewide are understaffed, as well as BHS
 - Struggling finding people and funding enrollment
 - Will send this out for review.
- No discussion

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

Motion made by: Elizabeth Christian

Second by: Janine Short

Motion carried

TREC Annual Report

- TREC Annual Report
 - All the requirements from Fed Gov. that explain our change in program implementing items to deal with Covid
 - Did not spend all our money last year, mainly due to being understaffed
 - We did find some educational supply needs to purchase, and spent some monies down
 - We will not be spending any on playground equipment, we are good on equipment
 - No need to purchase KoDo items this year either
 - Spending plan in report to estimate what we look to spend for this year
 - Putting in bigger ticket items early this year (maintenance/repairs)
 - Fiscal Audit – no material findings, low-risk auditee

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- Monitoring – no need to be on a monitoring list
- Observations – last one completed in 2018. We fell in lower 10%, and had to be redesignated, and did not have to address issue
- Family Engagement – numbers look good there with how well families engage in the program
- School Readiness, Staff Qualifications – look good
- DRDP data reviewed – saw great movement in educational progress in our children
 - Look to approach differently this year, how are they doing throughout the year
 - Want to see the difference of having kids here all year, vs kids who just joined, to see if that throws off the data skew

Motion to approve the TREC Annual Report as presented

Motion made by: Elizabeth Christian

Second by: Janine Short

Motion carried

Summary of Operations Report: October 31, 2021

- Enrollment –
 - Making some progress in gains, however we did get a few drops
 - We are at 66 for HS, was at 60 EHS – now 55 EHS with drops
 - New staff on at Perkins county – hope to get more families enrolled there
 - Butte County has been pretty full
 - Harding County, struggling a bit there – Hesitancy there since BHS is a federally funded program, and culture there are hesitant to join the program at this time
 - Parent surveys – getting them done and turned in
 - Socials are happening, CB ones are popular. HB ones are being held and people are attending
 - Only missed 2 EHS socials, out of 11/month
 - Perkins County families are engaged, and attend the socials at high rate
 - HV, lower on both sides for second month 75%, 65% last month, 51% this month
 - People had been gone for different reasons: training, classrooms shut down, children sick
 - Attendance is at 63%
 - Attendance - sickness, closed down a classroom 87% in BF; Bison and Lemmon 92%
 - Observations – Becky and Melissa completed all but Bison
 - Not doing one with Cheri in Bison, lacking Assistant Teacher, not fair
 - Health Data – looking excellent. HV great/ Fall weights done, Lead – still need those done.
 - Monument running low on lead tests
 - Physicals are coming in good
 - Dentals a bit low, but will get there
 - Immunes – look good at 90% getting them completed
 - EHS – Hearing & Vision – coming in; Leads at 12 month ok, however 24 month low
 - Immunes holding at 92%, and the past due, only 3 out

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- Overall looks good
- No questions, no comments

Motion to approve the Summary of Operations Report

Motion made by: Erin Melling

Second by: Janine Short

Motion carried

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 – continuing our search
 - Harding & Perkins County ASM – no applicants to date
 - Full Time Butte County EHS Home Visitor – will be scheduling an interview
 - Part Time Butte County EHS Home Visitor/Nutrition Support – no applicants
- No discussion

Resignation Status

- Heather Cook – Butte County EHS Home Visitor will be moving

Executive Director Notes:

Vaccine requirement for BHS – in full swing – ruling in early December with implementation in January.

Held off implementing policy as we do not have all the ruling. There are backlogs in OSHA courts, but should hold up. NHSA, limited medical and religious exemptions look nonexistent.

Not moving admin staff to fill in and cover positions of staff that refuse vaccines; do not want to overwork staff

Hard position to determine how we monitor religious exemptions – could be a conflict of interest for us to determine.

We can ask questions, and have them provide proof from their religion. Would be mindful of HIPPA laws.

See if any staff is allergic to any of the items in shot.

Can ask for it, just keep separate from other items in personnel files.

Will implement what HS wants to rule. Limit our liability as best we can.

Meeting adjourned at 6:52 p.m.

Next Meeting Date: Thursday, December 16, 2021 – 5:30 p.m.

Look for December to do a virtual vote. Work with schedule for January