

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



Meeting Date: January 27, 2022
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, Janine Short, Erin Melling (email) and Elizabeth Christian (via GTM)

Members Absent:

Quorum Established? Yes

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

Business meeting began: 5:58 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 – December 15, 2021 Minutes

- No discussion

LT Minutes – December 14, 2021 Minutes

- No discussion

Consent Agenda

TREC BOD Minutes – December 16, 2021

- No discussion

Motion to approve December 16, 2021 Minutes

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

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Policies, Procedures & Forms

- Will discuss later in meeting

Old Business:

Maintenance & Improvement Projects

- Lemmon School – We have signed a 5-year lease. Received call in January. There is an investment group looking at purchasing the said school. Spoke with school official, the investment group would honor the 5-year lease to us.
 - Looking forward, have planning to schedule packing and moving items to new school
 - Building is set with heating and cooling
 - New site will need playground equipment moved
 - Regarding the old building, we will look at plans for letting it go
- Bids going out for Sheetrock at the BF Center.
- Bids going out for stripping and resealing the floors at the BF Center
- Newell – Komes hauled and packed gravel in front of the office door for safety getting in and out
 - Still needs to pour concrete when weather permits – more toward Spring
- Bison – flooring coming up in areas
 - Baier will go look at it, and also check the warranty on the flooring

New Business:

Financial Summary Report: September 30, 2021

- Monthly Program Expenses
 - Personnel and Expenditures – normal 1/3 spent on HS Side \$240,000, and less on the EHS, \$154,000 spent – mainly due to short staffing.
 - Training – PAT training took up some, there may be more trainings before the end of the grant year to use this up
 - 16% spent on HS side and 36% spent on EHS side
- ADMIN COSTS
 - We stay under 15% of total budget, and have been under that
 - Higher costs are mostly are in personnel and benefits
 - Contractuals are the next highest line item; HS budgeted at \$44,000 and EHS at \$39,350
 - HS 27% spent
 - EHS 27% spent
 - Combined at 27% spent overall on Admin Expenses to date

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- In-Kind
 - Somewhat of a concern this year, may have to apply for waiver, due to short staffed and under enrolled resulting in these lower In-Kind amounts
 - Received \$13,000 HS and \$14,000 EHS for December
 - Expected \$172,000 HS & EHS total, and only at \$103,000 – 63%
 - Not fully enrolled, short staffed – not only BHS, but statewide/Nationwide
 - We will not be penalized for being short staffed as let know by OHS
- No discussion

Motion to approve Financial Summary Report as presented

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

Full Credit Card Reports, Bank Statements, Cash Flow Projections, CANS Report and Cash Flow Projection + 425 approval

- Cash Flow Projection
 - HS under budget – mostly in salary and wages
 - CANS reimbursements are still coming in
 - \$27,180 under total on HS
 - EHS – mostly in salary
 - EHS under budget – mostly in salary and wages
 - Hiring new staff will level that out
 - \$46,000 wages and \$13,000 benefits - \$65,500 total
 - Will have money to spend and will have to justify those costs
 - We may put extra funds into Building repairs and Playground equipment
- 425 Report
 - FFR Quarterly report for 12-31-2021
 - \$479,696.67 Cash Receipts and \$479,696.67 Cash Disbursements
 - FINAL 425 for 08CH01021506
 - Cash receipts and cash disbursements match \$1,622,278.21.
 - In kind fulfillment report showing our share of expenditures - \$405,569.55
 - Any unobligated funds – gave back \$238,579.79 last grant year.
 - COVID FFR425 Final Report for 08CH01021506C3
 - Reports showing receipts and disbursements - \$8945.41 spent and same amount disbursed
 - Purchased PPE
 - Covid incentives have been included
 - \$8945.41 spent out of \$139,730.00

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- No discussion

Motion to approve Full Credit Card Reports, Bank Statements, CANS Report, & Cash Flow Projection & 425 Reports

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

Summary of Operations Report: October 31, 2021

- Enrollment –
 - Under enrolled in both HS and EHS
 - 67 enrolled out of 91 slots on the HS side
 - 58 enrolled out of 68 slots on the EHS side
 - HS – easier to fill these spots most are full, Lemmon is down this year at only 10 children this year
 - Harder recruiting in the northern counties
 - Wait lists – all over income
 - 5 HS
 - 2 EHS
 - May apply for enrollment reduction of 10%, reducing down from 159 making our grant fulfillments without losing funds.
 - 10% reduction keeps this at regional office level. If you go over 10%, then has to go National Board.
 - Solutions we are looking at are reducing the number of staff positions and smaller clusters
 - Family Partnerships, Socials and Family Support
 - Parent Surveys, Assessments and Agreements have been coming in great
 - Socials – great, been doing them carefully, but still having good attendance
 - HV completion Rates down – Dec 71% HS and 63% EHS this month – staff out, holidays, families sick
 - Attendance - Even with classroom closures staying mostly in the 80 percentiles, which is still above national average.
 - DRDP – first check point has been done – report will be out next week, looking good
 - DIALS & ASQ-SEs –
 - Dials are at 93%, and ASQ-SEs are at 97%
 - Disabilities
 - IEPS & IFEPs – above our normal point 12%, normal trend is speech related, not seeing anything outstanding
 - Referrals – 3 in progress on HS and 6 on EHS side
 - Health Data – looking excellent. HV great/ Fall weights done, Lead – still need those done.
 - Monument running low on lead tests with supply shortages
 - Continue to let our family’s physicians how important these stats are

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- Dental bus coming, should increase our numbers next month, only one out on the HS side
- EHS – Hearing & Vision – doing well – 89% on HS and 88% on EHS.
- Immunes - look good – shows families going back to doctors now even during COVID
- Overall looks good
- No questions, no comments

Motion to approve the Summary of Operations Report

Motion made by: Elizabeth Christian

Second by: Janine Short

Motion carried

Self-Assessment Plan

- Report was not attached to items sent out to BOD
- Reauthorizations of performance standards – more data centric and can use data to turn into actionable items
- Rely more on program staff to produce data and questions this year, rather than Ex Director to gather all himself
- Expected to do this by the first Friday in April
- Will hold focus group discussions regarding Staff wellness, disabilities, family engagement, community engagement and health, and any other items that have been noticed during the year
 - Look at the data
 - Foster plans for continuous improvement

Motion to approve the Self-Assessment Plan as presented

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

Delay Policy Implementation for IFR (Interim Final Rule)

- Policy was approved earlier in prior BHS meetings, now with delay 5th District Court. They have issued an injunction
 - Plaintiffs (SD part of) state Defendants Violated 3 main areas
 - Violated Admin Procedure Act forgoing notice and comments period, OHS did not have good enough cause for plaintiffs, too short of time between when first announced and they wanted mandate put in place
 - Violated separation of powers
 - Breadth and scope of final rules – this would impact an extraordinary amount of people, this is more reserved for Congress. Did not fit within scope of a bureaucracy
 - Violated 10th amendment – Focused on state rights. State has certain powers of policing their own state, and promote their own policies and not have it determined by a bureaucracy
 - This is the preliminary injunction. Looks like this will be litigated, uncertain at this time how long this will take.

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- Court found states who applied do not have to comply with this mandate
- We ask to vote to delay policy implementation for Interim Final Rule

Motion to delay policy implementation for IFR

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

Hiring Status

- Seeking to fill the following positions:
 - Hiring has been tough – we have currently lost some good personnel lately; smaller population in our communities to draw from; other businesses offering higher wages with sign on bonuses competition; some applicants are looking for higher wages, without the education or experience needed for such wages; we base our wage breakdowns similar to other Head Start entities and find we are competitive in our market
 - Staff down statewide, not just localized with us
 - Will continue advertising and doing our best to get fully staffed
 - Education & Disabilities Specialist – Kim Thompson starting Monday 1-31-22
 - Staff morale has been good, wearing multiple hats and maintaining good attitudes and continuing our work
- No discussion

Resignation Status

- Virginia Utter – Perkins County EHS Home Visitor
- Kerry Wilson – Harding County EHS Home Visitor
- Judee Wilson – Center Manager in Butte County. May stay on as a sub if things work out

Executive Director Notes:

- After two years of pandemic, I think we are doing well maintaining.

Meeting adjourned at 6:57 p.m.

Next Meeting Date: Thursday, February 17, 2021 – 5:30 p.m.