

BADLANDS HEAD START: PRENATAL TO FIVE

TREC BOARD OF DIRECTORS

MEETING MINUTES



Meeting Date: August 17th, 2017

Board Business Mtg.: 5:30 p.m. to 7:30 p.m.

Place: Belle Fourche Administration Bldg.

Telephone Number: 605-723-8837

Roll Call:

Members Attending: Brad Brunner, Janine Short, Jennifer Nelson, and Nika Avalos

Members Absent: Rena Hymans

Quorum Established? Yes

Non-Members attending: Jessica Carmichael, Marcus Bevier, Dorothy Richards, and Melissa Pickle

Business meeting began: 6:14

Training: None

Additions to Agenda: Lemmon Slide & Belle Center Renovations

TREC Business:

BOD Roster & New Member Recruitment - None

Team Communication

PC Minutes – July Regular & Teleconference

LT Minutes – July

Consent Agenda

June, 2017 BOD Minutes: Review and Adoption

Motion to approve the June 2017 Minutes

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Policies, Procedures & Forms

None

Old Business:

Maintenance & Improvement Projects – 2017

- None

OHS Items: None

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New Business:

Belle Fourche Center – Wall Renovation Project

- Marcus sent emails about the whole project as it occurred.
- On July 24th, we found out we might lose lease for the Belle Fourche center building on State St.
- Official certified letter on July 31st that lease would not be renewed at 907 State St.
- The ladies scoped out some properties. Both buildings they looked at had equal amounts of work.
- Melissa noted that the issues with the other building they looked at was that it had a lot of offices, so we would have needed to redo floors, tear out walls, add a door, and install a kitchen. It was not going to give more space. The basement would have been where staff offices were. There were a lot of stairs, and since there are staff with back and knee issues, that worried us. There would also be a storage issue.
- The old Broken Spur building took longer than Marcus would have liked to finalize the lease and the owner haggled up the price a bit. The lease was signed August 11th.
- The owner does not want to be a landlord. This was the same at both places; they wanted to sell, not rent.
- Melissa noted that what was more attractive about this building is that there is room for a Head Start office, an Early Head Start office, and ASM office, storage for HS & EHS, an indoor EHS social site, and large yard.
- Jennifer asked if it is okay to own property as a non-profit? Marcus answer yes.
- Jennifer noted that if someone were to purchase the building, they generally have to stick to terms of a lease when they buy.
- Brad commented that the regional office has always been supportive of TREC purchasing property
- Marcus called Dolly, told her the situation, and asked if it was okay to proceed with the move and remodel. She said it was okay as long as we didn't spend too much in renovations (over \$100,000).
- Brad noted that if TREC were to go belly up, the federal government would own the land/properties.
- Marcus plans to do an assessment in 90 days to see if the building will work long term and then look into possibly purchasing the property. Marcus noted that there is a provision in the lease stating that if we do not pursue purchasing and indicate we intend to move forward with purchasing the property during the first year, then the owner would have the right to market the building.
- Janine asked if there was a death clause in the lease. Marcus said there is none, but he assumes, depending on the owner's will, it would go to either his wife or daughter.
- Dorothy mentioned that TREC could not do the lease with an option to purchase because we did not have time to talk to the regional office.
- Marcus talked the lease up to 24 months, but couldn't get it longer because the owner really wanted only 12 months.
- The building dimensions are approximately, 67x37 feet in the larger room, plus there are a few smaller rooms.
- We need to have 2 walls built to split the larger room in order to separate and contain the classrooms. Transition times were difficult before because there wasn't enough separation, and there were a lot of children.

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- The wall estimate is \$11,500, but Marcus put in a contingency to make it \$15,000. This bid includes trench work, a new floor drain, a kitchen, etc. The electrical and cabinet installation is also included in this quote.
- The floor needs renovation. We looked at Carpet One, and the vinyl plank was over \$20,000. Flooring America quoted around \$4.50 a square foot for 4,000 square feet for a total of around \$18,500. Neither company could get in to do the install until September, and are a month out. Monday Marcus and some staff visited with Hills Interior. Hills Interior quoted to carpet the office and storage rooms, and do tile (commercial like in a school) in kitchen, bathroom, and classrooms at \$14,800, and would be willing to rearrange their schedule to fit our needs. They can start on Monday for us.
- Fence installation is guessed at \$4,000. When we did a 150 foot fence in the spring, it was \$1,500, and this one is 2-3x larger.
- The verbal plumbing estimate is around \$5,000. Marcus will get a firm number tomorrow. It includes fixing the furnace room drain, moving the mop sink, and any kitchen plumbing.
- There are some additional small costs like cleaning the duct work.
- The guts of the building and structure are great, and it is something that could work long term.
- Total is roughly \$40,000.
- Brad asked when services will start. Melissa said that if everything lines up correctly, on the 28th floors will be waxed and sealed, and we can go in on the 30th. The 31st is a Thursday and the first day staff could be in the building. They will need to wash the walls and windows, and unpack. We will decide tomorrow if we are starting on September 6th, 7th, or 11th. The first week is only 3 days.
- Brad, Nika, Janine, and Jennifer all said they felt center should open on September 11th for Belle Fourche.
- Melissa suggested an open house on Thursday, the 7th.
- The changes to the schedule will mean there are 3 extra days of staff being employed, so it could affect budget towards the end of the year.
- We could potentially push the fence project off until after September 1st.
- We are trying to add washer and dryer to the building eventually too. This will save us on weekly trips to the laundry mat. We would need a divider between the kitchen and a washer/dryer, so we plan to put in the plumbing for it. The Kyle site has a washer and dryer they don't need, so we would not need to purchase new appliances.
- Jennifer asked how this affects parents. Marcus and Melissa said they do not know yet how it will affect families, but they do know parents are aware we have a new building. Marcus noted that we have more demand for center based than home based, so if it does cause some families to drop, we do have families willing to fill the slots.
- Melissa would like to add 2 sinks to each classroom so children could wash their hands (after art, before meals, etc), and brush their teeth in the room. We plan to do this if we can swing it financially.
- Melissa asked about our federal review. Marcus said that he got an email requesting availability dates, but no formal letter that it will be happening and when. It is the same form we have filled out last 3 years. CLASS reviews, fiscal integrity, and health/safety are all past when federal reviewers normally come in. Linda had asked if we had a recent review. Melissa did comment that they have had to redo the review

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standards based on the new performance standards. Marcus reminded the board that you never know what will happen with CLASS scores because it is a moving goal.

Motion to approve the Belle Fourche Center – Wall Renovation Project for \$15,000

Motion made by: Jennifer Nelson

Second by: Nika Avalos

Motion carried

Belle Fourche Center – Floor Renovation Project at \$20,000

Motion to approve the Belle Fourche Center – Floor Renovation Project at \$20,000

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Belle Fourche Center – Fence Project at \$4,000

Motion to approve the Belle Fourche Center – Fence Project at \$4,000

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

Belle Fourche Center – Plumbing Project at \$5,000

Motion to approve the Belle Fourche Center – Plumbing Project at \$5,000

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

Vehicle bids

- Bids came in about \$4,000 below our estimate.
- The 2 cars we were looking at got sold, so the companies will be resubmitting bids by tomorrow 8-18-17.

Lemmon Center – Playground Installation

- APC bid
 - APC is from Texas.
 - The price does include installation.
 - We have never seen their structures or work.
- Sterling West
 - Their bid didn't have enough timbers and seemed to be missing part of the items that were requested.
 - Melissa noted that their selection was boring and didn't look like as much fun for the children.

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- Dakota Playground
 - They are based out of Bismarck, ND.
 - This is the most local company we can get.
 - We had them put several things on the bid.
 - The cozy dome was included in the bid.
 - We wanted stuff that worked for EHS and HS (a challenge for EHS toddlers, and fun but not as much of challenge for HS).
 - We cut off some items and are at \$14,669.
 - We are going with 2 swings, a swing frame, and the 40 inch poly slide.
 - There will be no cozy dome.
 - We are asking for \$15,000.
 - The bid includes engineered wood fibers for the playground ground.
 - We had originally budgeted \$21,000 to be tucked away for the playground venture.
 - Melissa would like to see if we can get the cozy dome added in a year.
 - Dorothy noted that in the past we have gotten playground specific grants, but that is not currently the case. Due to the grants, Buffalo has a cool playground with zip line and a lot of fun activities.
 - Marcus said the quote may come down a bit due to freight going down since less items.

Motion to approve the Lemmon Center – Playground Installation @15,000 from Dakota Playground

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Procurement Thresholds – Change

- Marcus informed the board that a year and a half ago the performance standards indicated thresholds would change/be updated in accordance with inflation.
- It went from \$3000 to \$3500.
- We want to change our fiscal manual to change to this amount on micro purchases.
- They do not require any approval.

Motion to approve the Procurement Thresholds Change in the fiscal manual from \$3,000 to \$3,500.

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Financial Summary Report: July 31, 2017

- Head Start is at 93% of its budget.
- Early Head Start is at 79% of its budget.
- We can't get very accurate with wages/benefits (we are at 80% of the total budget YTD on these line items)
- Dorothy noted that we don't take out normal purchase line items for this month for normal expenditures. She expects there may be some money left over. We may get straggler bills.

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- Our total is at 87% of budget with 2 weeks to go.
- Jennifer asked what happens with the money. Marcus said you can apply for carry over, but they don't like to give carry over money.
- Admin is under budget. It is for positions like Bev, Dorothy, Marcus, and Jessica Carmichael.
- In-kind was good. EHS has more for the month of August to still come in, but we are already over the requirements for the year.

Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report

Motion made by: Nika Avalos

Second by: Jennifer Nelson

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club

Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club Card

Motion by Janine Short

Second by: Nika Avalos

Motion carried

Cash Flow Projection Reports (2017-18)

- Head Start is \$6,000 under budget.
- HS has around \$6,000 tucked away for the playground. We may use less due to the reduced budget for the playground.
- Early Head Start is a little over \$30,000 under budget.
- EHS has \$15,000 tucked away for playground so that will likely go down.

Motion to approve the Cash Flow Projection Report for June as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Summary of Operations Report: July 31st, 2017

- We are full in EHS.
- Our homeless ratio is still around 15%.
- Our waitlist number hasn't had much of a change. It has a lot of children from over income families. Since we have no income/medically underserved match, the over 100% and over 130% are unlikely to be eligible for services.
- 94% of family assessments are in.

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- 92% of partnership agreement are in.
- We had 4 new kids, and 3 drops this month.
- For the new program year
 - We need some OLB and Butte County home based families.
 - 12 children are enrolled in bison.
 - There are 14 children in each of the Belle Fourche centers.
 - Lemmon center is at 15 children.
 - We pipeline EHS into HS with transitions.
- Socials are above where we need to be, at 104%.
- Home visits were at 78% for month, 78% for year on EHS side.
- Harding county EHS and HS have worked hard to get consistent visits. CW in Harding EHS wanted to get her % completed up, but it is hard to do with about 100 missed home visits over 2 months when there was not staff in her position.
- Summer is a hard time to do visits.
- Home visitors are meeting requirements and getting in homes for the most part.
- All social observations are done, and ASMs are at 83% on formal observations.
- Dials & ASQs: We missed an ASQ-SE. The family disappeared. The home visitor could not find the family, and we had to drop them. The home visitor tried to contact and reach out on multiple occasions.
- Our health numbers okay. We are struggling in the same areas we always do.
 - We are trying to educate families especially in Harding County where they are accustomed to getting waivers for leads.
 - Many people don't believe child need to see dentist until age 3, which is a myth.
 - Melissa asked Harding County staff to use Parents as Teachers handouts about medical (lead and dental especially) to try to encourage parents to get these requirements met.
 - Marcus noted that this is an ongoing and nationwide issue. Bri & Misty went to a conference about this in San Antonio and saw the same issues nationwide.
 - Another issue can be that many dentists do not want to see expectant mothers unless it's an emergency.
 - Some health professional say it's a low lead level area so why test.

Motion to approve Summary of Operations Report and other Monitoring Reports for July as presented

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

Personnel Policies and Procedures 17-18

- Summary of changes
- A lot of wording changes and clarification on topics.
 - Page 8 Added additional wording to Equal Opportunity Employment Policy/Procedure
 - Page 19 Changed wording to reflect that reporting employee is involved in reporting

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- Page 22 Added #5 to reflect what information can be shared in court situations
- Pages 29-32 Changed and added wording to reflect new performance standards requirements regarding Code of Conduct
- Page 39 Added clarification for doctor's approval for return to work
- Page 46 Changed wording for shared minutes and added texting to TREC phone usage.
- Page 57 Added Coaching Program Policy/Procedure as required by new performance standards and deleted Mentoring Policy
- Page 59 Added Social Media as means to announce job openings
- Page 61 Changed wording to reflect new performance standards requirements for background checks
- Page 64 Added new background check requirements and clarified CPR/First Aid training
- Pages 72-73 Changed Work Schedules policy to better meet training and parent needs and prepare for duration
- Page 74-75 Added Breastfeeding to Rest Breaks and clarified meal break timeframe
- Page 76 Added "including termination" for falsifying pay activity sheets
- Page 88 Added maternity/paternity leave (practice was already in place)
- Page 105 Added Alternative Credentialing and Degree Requirements for teachers which is part of Head Start Act Section 648A
- Page 105-106 Updated and changed CDA Benchmarks for completion of CDA to better reflect TREC expectations.
- Page 108 Changed CDA training/reimbursement to reflect training in-house and Benchmarks
- Pages 111 Added Appendix to put Policies that staff need to be aware of but that do not need to be a part of the actual Personnel Policies.
- Page 112 Social Media Policy Page
- 113-115 TREC Case Notes (Moved from Personnel Policies)
- Page 115 Incident Report Case Notes Form (Moved from Personnel Policies)
- Page 117 Non-HR Orientation (Moved from Personnel Policies, but also left in PP)
- Page 118 Non-HR Orientation Form (Moved from Personnel Policies)
- Pages 119-120 Multicultural Principles Policy (Moved from Personnel Policies)
- Page 121 Pay Activity Sheet Policy (Moved from Personnel Policies)
- Page 122 Sample Pay Activity Sheet (Moved from Personnel Policies)
- Page 123 Leave Request Policy (Moved from Personnel Policies, but also left in PP)
- Page 124 Leave Request Form (Moved from Personnel Policies)
- Page 125 Vehicle Maintenance and Safety (Moved from Personnel Policies)
- Page 126 Added Procurement Claw
- Pages 127-128 Procurement Codes Explanation (Moved from Personnel Policies)
- Page 129 Sample Procurement (Moved from Personnel Policies)
- Pages 130-131 Added Workplace Rumors or Gossip

Motion to approve the Personnel Policies and Procedures

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Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

SF 425 – Quarterly Financial Report

- Cash in-cash out report.
- Already submitted

Motion to approve SF 425 Quarterly Financial Report

Motion made by: Nika Avalos

Second by: Jennifer Nelson

Motion carried

TREC Vision – Honing Current Svcs, Expanding Services, OLB Needs Services

- Deborah Bordeaux resigned.
- She submitted a letter of resignation.
- She indicated she knows someone who may be interested.
 - Marcus and Brad have not pursued this person yet.
- Jennifer asked if we need someone from the OLB area. Brad said not necessarily. We like to have it, but it is hard getting the representative here, and attendance by phone is difficult.
- We will not be increasing the organizations presence in the OLB area.
- The area has a smaller population there, other organizations provide services, and we cannot get the staff needed to increase services.

Head Start Program Performance Standards

None at this time

Agency Values Committee

Tabled

School Messenger Implementation

- Marcus and Jessica Carmichael have accounts.
- We are waiting for School Messenger for training.
- Once we are trained, we will set up user accounts, and start sending out messages.

Resignations & Terminations: TK, Lemmon Nutrition

- TK found a full time job in Lemmon. We couldn't offer the hours she needed. She was really good with kids. We are moving forward with a replacement.
- Jessica Carmichael's work schedule has changed to part time, mostly mornings, with a couple of full days, and meeting times.

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- Suzy Braun, the Belle Fourche Center ASM starts tomorrow. Board voted via email to approve the hire. Melissa commented that it will be helpful to have her there to help set up the classroom environments. Suzy is already familiar with, and been trained on, the creative curriculum and curriculum fidelity.

Hiring Recommendations: none

Hiring in Process: Lemmon Nutrition

Executive Director Performance Review

- Brad is waiting on Nika and Rena to respond with their reviews.
- This will be on next month's agenda.

Adjourn at 7:33pm

Next Meeting Date: September 21st 5:30 – 7:30 p.m.