

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: March 18, 2015
PC Business Meeting: 12:30 p.m. – 2:30 p.m.
Place: BHS: P5 Administrative Office – Belle Fourche, SD

Roll Call: Christel Dodd, Tracey Wendt, Stacy Stranberg, and Tracy Lynch and Fiona Bianas (by phone)

- Quorum Established? Yes

Seating/Unseating of Reps: Jaime Whirlwind Horse

Motion to seat Jaime Whirlwind Horse as Policy Council Representative for S/B 1

Motion made by: Tracey Wendt

Second by: Stacy Stranberg

Motion carried

Additions to the Agenda: *Melissa Pickle Interview* under New Business

Past Minutes:

- **February 18, 2015 Minutes: Review and Adoption**

Motion to approve Feb. 18, 2015 Minutes as presented

Motion made by: Stacy Stranberg

Second by: Tracy Lynch

Motion carried

Old Business:

- **TREC Board of Directors Meeting Minutes – February**
 - No questions or comments
- **Leadership Team Meeting Minutes – February**
 - No questions or comments
- **Website Development Phase 2 Contract – Digital Designs- Website Preview**
 - Bev Smith displayed the new website for the Policy Council to preview. She and Tammy reviewed the content.
 - Tracey Wendt asked about possibly adding a list to give parents ideas for in-kind.
 - She also asked if we could put a link to google maps for directions to sites. We are not sure if this can be done, but we do have physical addresses for each site listed.
 - Everyone was very pleased with the look of the new site.
- **2015 Maintenance & Improvements Projects Update: Buffalo Roof, Belle Fourche Office**
 - No update

Badlands Head Start: Prenatal to Five Policy Council Minutes

- **Enrollment Update**
 - We are still under-enrolled. We had a call with Linda Fiock and Candace Terry from Region VIII regarding our enrollment plan. We kept the plan at 10% so that we could avoid a fiscal penalty and there was none mentioned.
 - They suggested we use our Community Assessment to help us come up with a plan. See where the greatest need is and how we can best serve the communities.
 - Marcus is going to look over our plan and tweak it after we have done the Community Assessment and will bring it back to the LT at the next meeting.
- **Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**
 - **Interviews**
 - We had the interviews with Region VIII in regards to non-compliances in January.
 - Everything went well. We are waiting for Linda Fiock to contact us requesting child files.

New Business:

- **Financial Summary Report: February 28th, 2015**
 - Marcus reviewed
 - Monthly program expenses
 - HS has expended 72,300.00; EHS has expended 42,605.00
 - Admin Expenses: We are staying within appropriate amount.
 - In-kind for HS is up from last month, however still below expected range. We need to continue to work on this.
 - Reminder: Parents can count in-kind for their travel to Socials, but not the Social itself. Home Visitors – please remind them to do this.
 - Full Credit Card Reports, Bank Statements, CANS Report, USDA Saving Acct., Shopko and Sam's Club Statements

Motion to approve Financial Summary Reports as presented

Motion made by: Tracey Wendt

Second by: Courtney Fischbach

Motion carried

- **2014-15 Cash Flow Projection Reports**
 - Head Start is inching closer to black which means that we will have money left over.
 - Early Head Start looks like it will also have money left over
 - Marcus asked the PC to give this some consideration. We will need to spend it, and he will be bringing proposals to the PC.

Motion to approve 2014-15 Cash Flow Projection Report

Motion made by: Stacy Stranberg

Second by: Jaime Whirlwind Horse

Motion carried

Badlands Head Start: Prenatal to Five Policy Council Minutes

- **Summary of Operations Report: February 28, 2015**

- Enrollment: Under-enrolled
 - Head Start: Current enrollment is 105
 - Early Head Start: Current enrollment is 59
- Policy Council: Policy Council Community Rep. – Tracy may have someone that is interested in volunteering as a Community Representative. Wanda will call this person and let her know what is required.
- Home Visit Completion Rate: We need to work on this, we are still low. We need to bring these up to the highest level possible.
- HV Observations: There was some confusion on the informal and formal observation forms. Marcus is in the process of tweaking these forms. We are confident these will get done.
- DIALS – We are completing all of these within 45 days. This was a program weakness and we continue to make great strides in this area.
- Health: Malynda wanted to discuss stats with the Policy Council.
 - She explained that we are considered red flagged for anything lower than 90%.
 - We have sent out letters informing families about requirements and what is needed as far as physical and dental needs.
 - We are also sending out flyers regarding the dental bus.
 - We have 10 in Butte Co. that are needed. Dr. Jackson does free screenings for our kids which can be utilized.
 - We need the Policy Council to go to their socials and parent meetings and speak to the families regarding these stats. We are running out of time. We only have until May.
 - Discussion on 30 month Well Child Check.
 - ✓ Jessica sends out a form and a letter to the parents stating they are due.
 - ✓ In S/B we have a pediatrician, Dr. Butterbrodt, with Circle of Smiles to get these done.
 - ✓ Newell has closed the clinic, so families would need to come to Belle Fourche or other area nearby.
 - ✓ Financially if families are having trouble with this, there are resources that would help with gas. As a last resort - we can provide transportation.
 - ✓ Home Visitors: Please talk with the parents to help them come up with a solution.
 - Please take this back to your meetings.
- Malynda commented that some dental surgeries are scheduled so the dental numbers will come up

Motion to approve Summary of Operations Report

Motion made by: Stacy Stranberg

Second by: Tracey Wendt

Motion carried

- **Policies, Procedures & Forms:**

- None

Badlands Head Start: Prenatal to Five Policy Council Minutes

- **Content Plans of Action:**
 - **ERSEA**
 - Wanda reviewed
 - Changes are highlighted
 - **Family and Community Partnership (2)**
 - Wanda reviewed
 - Changes are highlighted
 - **Health, Safety, and Nutrition (3)**
 - Marcus reviewed
 - Changes are highlighted.

Motion to approve the Content Plans of Action

Motion made by: Tracy Lynch

Second by: Jamie Whirlwind Horse

Motion carried

- **Terminations/Resignations:**
 - None
- **Hiring Recommendations:**
 - None
- **Hiring in Process:**
 - We are currently advertising for the Education & Disabilities Specialist position.
 - Melissa Pickle has applied for the Education & Disabilities Specialist position and we would like to interview her. Marcus reviewed some of her credentials.
 - She has a master's degree in Early Childhood Education along with approximately 20 years' experience in Early Childhood
 - She currently works for T&TA with Region X in Alaska.
 - She is strong on paper. Everything looks strong
 - We need a Policy Council person to participate in this interview. Marcus reviewed the times that Melissa would be available.
 - Christel commented that she would be able to participate if it is right after the Self-Assessment on Mar. 24th. Tracy Wendt said that she can come as a backup; just give her plenty of notice.
 - Marcus will talk to Melissa and schedule her interview via Skype for Mar. 24th after the self-assessment.
 - Interview questions will be sent out prior to the interview.
- **OHS Items:**
 - None

Badlands Head Start: Prenatal to Five Policy Council Minutes

- **Information Memorandums:**

- Marcus received one today. He will present at next meeting

- **Public Comment:**

- None

- **NHSA and SDHSA Reports:**

- Marcus reviewed topics of the SDHSA meeting.
 - This was his first meeting. SDHSA is thinking about possibly hosting the Regional Conference this fall. It would just be a partial conference not a full one.
- We still need a Parent Representative for SDHSA
 - Jamie Whirlwind Horse volunteered to be our Parent Rep.

Motion to approve Jamie Whirlwind Horse as new SDHSA parent representative

Motion made by: Tracey Wendt

Second by: Tracy Lynch

Motion carried

- **Self-Assessment Reminder**

- Marcus commented that the Self-Assessments have been scheduled
 - Need volunteer for Mental Health Self-Assessment which will be held on Mar. 27th.
 - Marcus will send out dates and reminders

- **Community Assessment Progress**

- Marcus has researched and determined that he should rewrite the Community Assessment. He is using a lot of same data but condensing it considerably. He should have it done within the next week. He will be bringing it to the April PC meeting for approval.

- **Grant Schedule**

- The Community Assessment is part of the grant schedule. The Leadership Team will formulate agency goals. Budget also needs to be considered. We will plan a budget meeting in mid-April. Marcus, Bev, and Dorothy, one PC and TREC Board will be included in this meeting. Christel would like dates to determine availability.

- **Region VIII Training Report**

- Marcus, Dorothy, Wanda, and Brad Brunner went to Denver in Feb. for training. The training offered a lot of direction in how to proceed with the grant. HS is changing to a five year project schedule.
 - We will set goals and objectives for the next five years. We currently have 5 year goals, what if we don't meet our objectives? They are there to help us strive for something. We

Badlands Head Start: Prenatal to Five Policy Council Minutes

will be setting the goals to be reachable but not too low. Good auditing information.
Training on data use in HS and using data. Good conference.

- **Data Aggregation (Cluster and Program)**

- Cheryl reviewed
- Aggregation is done 3 times each year. Kids have to be in program for at least 5 weeks to be assessed on GOLD.
- It is broken down by age groups.
- These are sent out to parents for individual children.

- **ERSEA**

- Wanda stated that the application hasn't changed but she has one thing that she does need input from the Policy Council. The applications currently give preference points if the child is 4 years old. HS is moving in the direction of Early Childhood and Wanda wondered if she should give the point to 3 year olds instead of 4 year old. She commented that some programs have just stopped giving preference points for the age of the child. Does the PC have a preference in this matter? Discussion. The Policy Council determined that the application can reflect No Preference Points for age of child.

Motion to change the Application procedure to take away preference points.

Motion made by: Courtney Fischbach

Second by: Tracy Lynch

Motion carried

Motion to approve the Application Policy and Procedure

Motion made by: Tracey Wendt

Second: Stacy Stranberg

Motion carried

- **Parent Committee Meeting Reports & Requests**

- The Belle Fourche Center will have a request at the April meeting. They are currently taking a survey on parents' interests for an activity.
- Newell Parent Committee had a concern:
 - Tracey Wendt brought a concern forward regarding the Newell Social Site. When clusters are combined occasionally, the current Social Site does not have the square footage to house that many people.
 - ✓ Marcus commented that the site to host socials would need to be CANS approved.
 - ✓ Tracey mentioned that she was in contact with the Newell school and they had agreed to let us use their lunch room which would be CANS approved. They would not charge us a fee, but we would need to work around their schedule. The only event that is usually held in the School lunch room in the evenings is the Board meeting, which is the third Monday of the month.

Badlands Head Start: Prenatal to Five Policy Council Minutes

- ✓ Marcus has some concerns about being hasty about moving social sites. Looking at numbers, this is the first time that a social has been over capacity. He also stated that we need to consider doing less combined socials.
- ✓ Tracey mentioned that it would only be an occasional evening social where they might have a speaker and thought it was a good idea to have something in place. We don't want to discourage people from coming if we don't have enough room. Families with HS and EHS children would rather come to one social rather than coming to two socials. When we have a speaker, a number of spouses come which also increases the numbers.
- ✓ Marcus stated that we would put this on hold for now and try to get something in place for next year.

Motion to adjourn the meeting

Motion made by: Tracey Wendt

Second by: Courtney Fischbach

Motion carried

Next Meeting Date: April 15, 2015 Time: 12:00-2:30