

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: February 22nd, 2017
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Lisa Nelson, Amanda Yung, Sean Mets, and Loyann Doren

Others attending: Marcus Bevier, and Jessica Carmichael

Quorum Established? yes

Additions to the Agenda: None

Training: None

Seating the New Policy Council Members - None

Past Minutes:

January 18th, 2017 Minutes: Review and Adoption

No questions or changes.

Motion to approve January 18th, 2017 Minutes as presented

Motion made by: Loyann Doren

Second by: Sean Mets

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – January

No questions

Leadership Team Meeting Minutes – January

No questions

Maintenance & Improvements Projects Update – Upcoming Projects

- The Newell siding is finished. The building looks good. Some clean up needs to be done around the building such as picking up nails. Amanda Yung may have a magnetic wheel she can let the program borrow to help clean up.
- The Lemmon slide project was brought up during the February Leadership team meeting and how to work it out. The slide will be used by both Head Start and Early Head Start. Staff is looking at the double slide concept. Dakota Fence will most likely be the company hired to order and deliver the slide. We are not sure who will install it, us or them. We need to check the warranty info to see who can install it because it may void the warranty if staff assembles it.
- Admin building and other playgrounds have had recent additions/work so things are in good repair.

Badlands Head Start: Prenatal to Five Policy Council Minutes

New Business:

Financial Summary Report: January 31st, 2017

- Marcus reviewed the January Financial Summary Report
- Head Start – We are a little over half way through the HS program year. About 80% of budget goes to personnel. January lower for benefits/personnel costs than December because there were only 2 pay periods in January unlike December's three.
- Training and Technical Assistance Head Start has spent about 32% of the training/technical assistance budget, while Early Head Start has spent 0.36% spent. The home based program will be switching to a research based curriculum. The centers use a play based curriculum currently. We have adapted the play based curriculum to fit with our home based program. The Creative Curriculum does not have a home based curriculum. We are looking at using Parents as Teachers, which is vetted, as out home based curriculum. Each new home visitor will have to train with Parents as Teacher which is very costly. The initial training for all the Home Visitors will be costly, but once set up, the program will cost about the same as any annual curriculum renewal. We are looking into bringing a trainer to the area and splitting the cost with YFS (Youth and Family Services) out of Rapid City. The Parents as Teacher program has a 0-3 year and a 3-5 year curriculum. The plan is to cross train between HS and EHS age levels for all home visitors in case they are in a situation with dual families in the future. If there is a short coming in Parents as Teachers, we can supplement with other research based curriculum. Parents as Teacher is a curriculum for home based visiting programs as well as a curriculum for parenting. This is a requirement of the standards.
- Next month there will be a lot of vehicle expenses. We needed to tow several vehicles, as well as repairs like a serpentine belt replacement, ice built up in the engine on a rarely used car, and the wheel bearings went out in one vehicle.
- Early Head Start – There will be an equipment purchase before the end of the grant year. It is harder on the Head Start side to replace vehicles since the program don't use them as much because they have fewer home visitors. We try to get 1 to 2 new vehicles every year. There is a lot of left over money in the EHS side so far, not as much in HS.
- Monthly admin costs staying where they are supposed to be. We make sure at the end of the grant year it is under 15%. Salary is the primary line for this category.
- In-kind – We are catching up. Last month there had been a good discussion, with some frustration related to parent committee meetings and how to get them going. Head Start is at 92% of the year to date target with \$119,362 of \$128,510. Early Head Start is at 93% of the year to date total with \$73,268 of \$78,485. This month's EHS in-kind was over \$22,000. Overall the program is at \$192,630 of \$206,995 or 93%.

Motion to approve the Financial Summary Report as presented

Motion made by: Loyann Doren

Second by: Lisa Nelson

Motion carried

Cash Flow Projection Reports 2016-17

Badlands Head Start: Prenatal to Five Policy Council Minutes

- The Head Start side of the program is approximately \$11,000 under budget.
 - There are quite a few items we are projected to go over in the cash flow projections.
 - Some predicted overages, like family food, are unlikely.
 - Only a few months are left in the HS program year.
 - CANS money is reimbursed for many of the meals.
 - Most of the underage can be found in the wages line.
 - The OLB3 Home Visitor has been gone for a while, and some folks have had reduced hours, so underage is in the salary and benefit lines.
- Early Head Start is significantly under, due mainly to personnel wages.
 - \$62,000 under budget at the moment.
 - The Belle Center's new floating teacher Lindsay Franks started today. There may be the opportunity for her to pick up some EHS home visits.
 - Possible staff at 30 hours who may want to go to 40 hours by doing home visits.
 - There is a budgeted Butte county EHS home visitor position that is unfilled, but we have been able to make the caseloads work this year.
 - This year only one vehicle is likely to be replaced.
 - The amount EHS is under budget will go up if the EHS Home Visitor position is not filled.

Motion to approve the Cash Flow Projection Report

Motion made by: Sean Mets

Second by: Loyann Doren

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club, USDA Savings Acct.

- The MasterCard bill is lower than normal. On average, the bill is about \$3,000-\$3,100 a month, and higher near the end of the summer. Training, gas, and educational programming/class supplies purchased by Melissa Pickle made up the majority of this month's \$2,700 bill.
- Shopko was small and consisted of health supplies.
- Sam's was low and most likely was for food supplies. Bison/Lemmon prepare their own breakfast in house because the cost is closer to the CANS reimbursement amount so we don't lose as much as if we went through the schools for breakfast.
- WalMart was also very small and included items such as: a snow brush, and bags.

Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented

Motion made by: Loyann Doren

Second by: Lisa Nelson

Motion carried

Summary of Operations Report: January 31st, 2017

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Enrollment Reports: The program is full this month and will be again next month. At the Regional conference, rural communities in our 6 state region (not Colorado as much) including Utah, Wyoming, and North Dakota are having enrollment issues. Poverty guidelines aren't changing to reflect increases in wages and are not rising comparatively to inflation. It is difficult finding income eligible children. YFS in Rapid City has the same struggle. Our drops total this year is not bad on the Head Start side. There were quite a few January/early February but most have already been replaced. Early Head Start looks good.
- Family Partnership: The surveys have come in well. We tried to make the work hours survey as non-invasive as possible, but still get the data required to be able to tailor the program to meet community and family needs. Duration surveys have been sent out to get parent's interest in the longer days outlined by the new standard requirements.
- Policy Council – No updates.
- Socials – Socials have been tough lately with low attendance program wide. Several recent socials had no one show, and this was mostly due to illness. Illness has been a major issue with the Belle Fourche center closing at the end of last week due to the flu/illness. All required socials this month have been completed for HS/EHS. Overall HS is at 50 of 52. EHS is ahead on socials overall.
- Home Visit Completion Rates – The current completion rates have Early Head Start at 72% and Head Start at 78%. Some areas will show low for the remainder of the program year due to resignations (i.e. OLB3, HC EHS). A substitute has been hired for OLB3. Harding County Head Start was low due to sick children. Butte county is doing well.
- Formal Observations: Formal Home Visit observations are being done, especially in Butte county. The majority of these have been happening during the month of February and do not show in the current report. Rebecka Funk, our Mental Health Specialist has been doing the social observations.
- Classroom Attendance: Overall attendance was okay for January, but will likely be down for February due to illness.
- GOLD/ICPs – Good The goals were completed for the fall. Winter data collection just finished. The data will get pulled and compiled for either the March or April Policy Council meeting. March 14th, the self-assessment (a few pages long) will be worked on. The community assessment update (50 pages) and grant application (around 110 pages) will come before Policy Council in May. Melissa will be doing GOLD reports. Generally gains can be seen through the year from natural maturation of the children, as well as curriculum.
- DIALS and ASQs – A lot of children have IEPs and IFSPs, many of which are for speech delays. Most exit the Birth to Three program, which works with our EHS children with disabilities. We are at 100% on the 45 and 90 day requirements. If the numbers don't show 100%, it is because new children are still in their 45 or 90 day windows. The program has maintained over the required 10% of children with disabilities.
- Health – Letters have been sent out to remind parents to have their children immunized. The Health staff is starting spring heights and weights. There is a struggle to get dental follow ups and lead tests completed. From the information Brianna Sambo gathered during the Region 8

Badlands Head Start: Prenatal to Five Policy Council Minutes

conference, other programs are having the same problem and all handle the issue similarly to try to complete the requirements. Most of the health stats are at the 100% level.

Motion to approve Summary of Operations Report

Motion made by: Loyann Doren

Second by: Lisa Nelson

Motion carried

Head Start Program Performance Standards-Content Plans of Action

Most staff are finished or close to finished with their content plans of action. Starting next month, content plans of action will be brought before the Policy Council. ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) was reviewed yesterday at the Leadership Team meeting. TREC will need to make policy changes to meet some of the new standards. Not everything is filled out in content plans that have later deadlines for some sections (i.e. portions of education need to be reviewed). According to Megan Lartson from TTAS, we are in a better position than we thought for getting the new standards implemented. Marcus is breaking down the implementation approach plan for larger pieces with later deadlines (such as duration) that was presented to Policy Council in October. Duration and extended days will need to be planned closely. We have been workshopping with other programs and try to share resources and progress to help each other. TREC is 1 of the 8 programs in South Dakota. During the March SDHSA conference, a coaching needs assessment framework will be made. Organizational restructure may happen within our program in order to meet new requirements.

Agency Values Committee

On hold.

Self-Assessment Plan

- Purpose: Look at program to see how we are doing for compliance of standards. It allows us to see how to serve our communities better.
- The new standards require us to see if we meet program goals. By talking and looking at data, we see where we are doing well, and what can be improved.
- This will be done all day on March 14th.
- TREC has used a compliance tool in the past.
- New standards want us to be data savvy to look more closely in areas like health, family/community engagement, etc. as well as compliance checks.
- Our plan includes focus groups on each area.
- Last year staff, Board, and PC went to different areas to check out how we were doing. It allowed for more parent interaction and input.
- A schedule of how we will do the data portion/focus groups will be made.
- CATSCAN compliance tool will be used and we will focus on the new standards it outlines.

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Trial run this way for this year and tweak to smooth out in the future. It is a learning experience and a tentative plan.

Resignations and Terminations: JS/Harding County Head Start Home Visitor

Insurance, we pay 75% of one person. Cost of daycare and insurance is not feasible for her. She is willing to substitute if necessary.

Motion to approve the resignation of JS from the Harding County Head Start Home Visitor position

Motion made by: Lisa Nelson

Second by: Sean Mets

Motion carried

Hiring Recommendations:

- No current recommendations.
- Alicia Kokesh (HS) and Catherine White (EHS) are in the background/drug check process for Harding County Home Visitor positions. Alicia has a teaching certificate for state of South Dakota. She had a good interview and seems to have a solid head on shoulders. Catherine currently runs a daycare. She needs about a month before can close daycare to give notice to her families if she is hired.
- Passion/values and doing it for the families is a must to keep staff.
- Added Lindsay Franks as Belle Fourche Center Floating Teacher's Assistant during yesterday's teleconference. She has HS experience, and is a licensed North Dakota social worker.
- Sharon Condon was added as the Oglala Lakota Bennett county Home Visitor substitute during yesterday's teleconference. She has worked for us before, as well as having other Head Start experience. In the past she has does well getting into the families.
- Brenda Thom added to Belle Fourche Center substitute list during yesterday's teleconference vote.

Parent Committee Activity Fund Form for Butte E

The Butte E cluster is planning to attend the Belle Fourche Rec Center for food and swimming on March 25th, 2017. The site cost is \$44. The food would be coming from the Big D/Papa John's Pizza and consist of pizza, chicken, and water with an estimated cost of \$79. The admission cost would be \$77.00. The total estimated cost is \$200.

Motion made by: Loyann Doren

Second by: Lisa Nelson

Motion carried

Duration Planning

- This will be coming in May.

Badlands Head Start: Prenatal to Five Policy Council Minutes

- It could be a difficult discussion because it may lead to staff and child reductions due to lack of funding.
- Butte County may not see a large impact as it is our largest area.
- Family advocates may be necessary.
- By 2019, 50% of slots have to be up to the new time requirements.
 - Belle Fourche Center 1+2 likely done first due to their proximity.
- Board and PC need to look at and be involved in the planning. Possible considerations include:
 - Cost of family advocate
 - Schedule structure
 - Mitigate cost
 - Try to align with school schedule
 - Teachers may need to restructure their schedules
- Nothing set in stone, but need baseline discussion. If extra funding can do quickly, otherwise a plan on how to do.

Data presentation

- Data dashboard page is live on website.
- We collect data by child, but numbers are program wide, so a child or cluster cannot be singled out.
- Assessments are not end all be all of a child/family, just a benchmark for analysis at a point in time.
- School readiness goals are included so you can look at all those areas specifically.
- Program attendance comparing recent years.

Motion to adjourn meeting at 11:56 am

Motion made by: Loyann Doren

Second by: Lisa Nelson

Motion carried

*Next PC meeting date is scheduled for **March 22nd 10:30AM.***