

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: April 19th, 2017
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Sean Mets, Brandon Nikodym, Loyann Doren, and Sara Pazie (phone)

Others attending: Marcus Bevier, Jessica Carmichael, Wanda Dunn, Megan Larson, Dolly Hull, and Linda Fiock

Quorum Established? yes

Additions to the Agenda: None

Training: None

Seating the New Policy Council Members - None

Past Minutes:

March 22nd, 2017 Minutes: Review and Adoption

- No questions.

Motion to approve March 22nd, 2017 Minutes as presented

Motion made by: Sean Mets

Second by: Brandon Nikodym

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – March 2017

- No questions.

Leadership Team Meeting Minutes – none for March

- None for March.
- The self-assessment was done in place of the LT meeting.
- Policy Council will get the self-assessment report next month.
- Self-assessment was a positive experience, and brought forward some ideas for possible improvements.

Maintenance & Improvements Projects Update – Upcoming Projects

- Lemmon slide project is coming up.
- Fence around the Belle Fourche Center is completed, and has been a welcomed addition.
 - Classrooms have been able to utilize that space to have more center areas for: reading, magnifying glasses to explore insects, activity tables, etc. It has been a good addition to what is already offered.

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- It also helps with cabin fever, and children being penned up too long by giving them more time outside.
- Brandon added that on the far fence you have to open to the outside or you have opening/closing issue. It's a one way fence.
- Nothing big coming up besides the Lemmon playground, and the EHS vehicle purchase which will be coming up soon.

New Business:

Financial Summary Report: March 31st, 2017

- Marcus requested this item is tabled, and do as a phone vote later. He plans to send the report tomorrow and will do the phone vote on Friday.
- Marcus did not believe in-kind was low on the monthly level, but encouraged Policy Council to still encourage their parent committees to do the in-kind sheets.
- School Reach – Marcus has emailed them, but gotten bounce backs due to the company being purchased. He will need to call. He thinks it will be a convenient means of outreach to families.
- There was a discussion on the use of an app for in-kind sheets as many feel it would be easier. Marcus would still want a physical signature instead of an electronic signature due to the fact that these are federal legal documents.

Motion to table the Financial Summary Report.

Motion made by: Brandon Nikodym

Second by: Sean Mets

Motion carried

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

- CANS reimbursed around \$4,000 for the centers last month.
 - Belle Fourche Centers have a more expensive breakfast due to the fact that it is subcontracted through the school district, while Lemmon and Bison make their own breakfast.
 - Some of the meals the Belle Fourche center gets seem to be outside of the new CACFP guidelines, so Marcus thinks there will be changes next year. Some days you get cinnamon rolls, or other things that don't fit the guidelines well.
- The MasterCard bill was at \$5,054 this month.
 - Petco/Insect stuff for the classroom pets. The salamanders are supposed to go away, but that has been promised several years. Children do not touch the salamander. Bison still has a bunny.
 - Bev's card mostly had charges pertaining to site repair.
 - Training and flight costs are under Misty Wilbur's and Jessica Carmichael's cards.
- Walmart card \$23 for janitorial supplies.

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

Motion made by: Sean Mets

Second by: Brandon Nikodym

Motion carried

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Cash Flow Projection Reports 2016-17

- Both sides have an underage due to the loss of home visitors during the year that took some time to replace. Much of the underage can be seen in wages and benefits.
- These numbers are projections.
- Mental health we are projected to over spend, but Marcus is happy about this because we are using Rebecka Funks' services more fully and benefitting the program.
- Rents and mortgages will zero out at the end of the year. Child food in Head Start looks like we have overspent by \$30,000, but we get reimbursed by CANS.
- Head Start has reconciled the leave account. It's a reserve account to make sure we have the money to pay out leave if people were to quit in mass suddenly.
- The funds will get spent and balance out at the end of the program year.
- Head Start has a current predicted underage of approximately \$20,000.
- Early Head Start has a predicted underage of \$60,000.
- Early Head Start still needs to buy a vehicle this year for vehicle replacement purposes, and get some other higher end items.
- Early Head Start home visitor position in Butte County was filled at the beginning of the year, and it didn't work out. That position was not filled by shifting schedules and responsibilities between current Home Visitors. We have Lindsay Franks coming in to do Home Visits in the summer.
- Loyann asked about services offered in Oglala Lakota County, and Bennett County.
 - Marcus explained the way our services work in OLB.
 - Badlands cannot conflict with services provided by Region 11 Head Starts or tribal programs.
 - Oglala Lakota College's Head Start center has over 150 slots.
 - Pine Ridge, Little Wound, and American Horse schools provide services through the FACE program (Family and Child Education – a literacy program that uses Parents as Teachers, but integrate Native American traditions to help in an effort to preserve their language and culture).
 - Some of the schools have preschools incorporated into them for children in the area.
 - We cover rural areas like Allen, Martin, etc. and provide only home based services in the area.
 - We cover OLB because we started there (used to have 7-8 visitors), but that area is under Region 11, not our Region 8.
 - Marcus's job is to mitigate risks for the program as a whole.
 - OLB is a tough area to work. Melissa was on an observation with Sharon Condon last year where there was a heated situation occurring at the home and they had to leave early due to safety concerns.

Motion to approve the Cash Flow Projection Report

Motion made by: Sean Mets

Second by: Brandon Nikodym

Motion carried

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Summary of Operations Report: March 31st, 2017

- Enrollment Reports: The program was totally full last month. Our homeless percentages were HS 11.46% and EHS 15.52%. There were 7 drops, and 8 enrolled. A lot of kids have moved. We know this because we check to see if drops are transient population or problems in program. Linda would like to see number of actual homeless on the chart (the actual numbers were: 11 in HS; 9 in EHS – 4 got homes). Homeless includes shared housing or living in motels. Our waitlist is 19 over income in Head Start, and 4 Early Head Start. There have been less drops this year as compared to last year. The centers has been stable with the children. Wanda moved some HS home base to center, and some EHS to HS home based.
- Family Partnership: Most of the missing family partnership forms are new children who have not been in the program very long. These documents include the parent interest surveys, family assessment, etc.
- Policy Council – Marcus would like to see more community members on Policy Council, since there is currently only one. He also commented that if a parent on policy council has a child that is leaving the program, but they would like to stay on as a community representative that would be great. Term limits will change with the new standards. We will need to change our bylaws to reflect the change from the current 3 years, to 5 years.
- Socials – Early Head Start a little over due to the Butte E cluster. Head Start has had some cancellations due to weather. Bison had a lot of 2 hour late starts or cancellations of days, some of ended up affecting socials as well. The missed socials will get made up.
- Home Visit Completion Rates – Head Start has a 78% completed for month and a 67% Year to Date. Harding 1 and OLB 3 were unfilled positions, which lead to a lot of no visits. We did send newsletters to the families who were missing a home visitor, but we know that is no substitute for the actual service. Early Head Start is around 70% of home visits Year to Date. Butte B’s month is over 100% due to make up visits. Marcus chose to put NA in the report for Harding County Head Start and Early Head Start because the girls spent 2 of their 3 employed weeks during March doing necessary training, so their numbers says 2-3% because they could only do one or two visits during that last week. The data is still entered with the actual numbers for future reports. Alicia has been trying to even make up missed visits from before she was hired during April. Both Harding County staff are doing well and getting visits done. Alicia was nervous since she was used to a classroom environment, but doing well. This month’s visits are going well and Ruth has gone on visits with both ladies.
- Formal Observations – Michele has done a lot of her observations. Ruth is doing more now that her internship is done. Both are doing classroom observations. Rebecka Funk is doing socialization observations.
- Classroom Attendance: March saw an attendance drop at the Belle Fourche Center. Since it dropped below 85, we had to analyze and found that it was due to illness. It is cold and flu season.
- GOLD/ICPs – Good. We are getting ready for spring check point of TS Gold. ICPs coming in for the second round of check points. If it is a new ICP or a significant change it is recorded. The records are kept the same if the new ICP only contains minor tweaks to the learning plan.

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- DIALS and ASQs – All are at 100% within the 45 days. We have been on top of getting either the DIAL or ASQs done. Doing these are all early preventative; which is why there is so much paperwork. IEP/IFSP is around 15% (Marcus noted he might need to adjust the total divided by in the future). Head Start has more referrals in process than Early Head Start.
- Health – Spring heights and weights are still coming in, but most are recorded. Families are still working on dental follow up treatment, and the children have appointments scheduled. A lot of the children in OLB need dental follow ups. The immunes past due has dropped. EHS is down to 3.57%, and HS is at 8.16%. We are still working on lead and hemoglobin tests. Some providers don't think it is need. Brianne Sambo will be working on an outreach program with our medical partners to show the requirements we have and why it is needed. Our families do use the dental mobile, especially in Lemmon area. The BMI letters have been sent out, but Marcus reminded everyone that these are not the most accurate predictor of child obesity. BMI doesn't account for family history, bone density, and growth/development level of the child. Parents can get angry and call based on these letters, and have even dropped in the past (none this year though). Misty and Brianne work well together, and have transitioned into the position nicely.

Motion to approve Summary of Operations Report

Motion made by: Brandon Nikodym

Second by: Sean Mets

Motion carried

Head Start Program Performance Standards-Content Plans of Action

- We are continuing with content plans and implementation.
- There are several big trainings coming up.
 - Parents as Teachers is May 1-5 for Home Visitors and ASMs.
 - Practice Based Coaching Training Institute is April 24-28 in LA for Michele Kreuzer-Ranken and Melissa Pickle.
- More detailed plan of action has been being developed for things like duration, background checks, etc, and is based off October's basic plan.
- We use GAP analysis to see what you have, don't have, and how to fill the gaps.
- Bylaw updates will need to be coming, including a change to Policy Council term limits from 3 to 5 years.
- Some simple things such as the Home Visitor number of socializations have already been changed.
- The heavy stuff is coming up. We will be starting some next year like using PAT as the home based curriculum, and using coaching.

Agency Values Committee

- On hold

Community Assessment

- A lot was similar between the old and new standards for the Community Assessment requirements.

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- Marcus kept that parts that could be reused.
- Not much has changed in communities in terms of growth.
- Linda said in grant they only want to see the updates, not the full assessment. Marcus said he will reference it in the grant narrative when he is making point about specific areas, but not put in the full document.
- New areas include: employment trends (which is always put in), employment work trends (using the survey that was sent out to families), and school schedules were reviewed (out area is late Aug to mid-May, from approximately 8-3:30; most of our schools are modified 4 day weeks, and we will have to try to align with school district on things like duration/center changes. 4 day modified weeks are common except for OLB).
- The Community Assessment drives the grant application, and how we operate the program.
- Race/ethnicity demographics are covered. Butte, Harding, and Perkins counties are predominantly white. Oglala Lakota, and Bennett counties are 92% Native American. There are no significant changes in these numbers.
- Community growth tells us what to expect with children. Bennett County hasn't grown. Corson County is growing, but we don't serve much of it. Butte County grew are 1.7%, and Harding is starting to grow. Oglala Lakota is also growing, and it is due to birth.
- Employment in Corson, Harding, and Perkins counties is primarily agriculture.
- Bennett, Butte, and Oglala Lakota counties have a high level of education and health care services for employment.
- American community survey, and census tells a lot about community and is available online. The margin of error can be high. Often +/- 3% is considered reliable.
- In the program's work survey, we had 81 respondents, of which 65% were employed. Of employed parents, half worked 30-40 hours a week. Most working over 40 hours a week are salary level, self-employed, or hold multiple jobs. A lot of people are Monday through Friday. Work hours for most parents were either 9-5, 7-3, or variable.
 - Numbers like this help us plan socials, and how to tailor our services to the families.
- Marcus estimated the number of children in poverty, and feels his estimates are on the low side. Oglala Lakota is 990. Perkins is at 22, but that is misleading because there are more on the TANIF list. Harding is at 13, Butte is at 105, Corson is at 174, and Bennett is at 138. Only a small part of Bennett and Corson counties are in our service area. There is a high margin of error on these numbers, especially for Harding and Perkins counties. Marcus added numbers looking at Medicaid and SNAP instead of just 12 months of poverty to get a better idea of the children.
- We use, and the community assessment outlines the medically underserved in the Gravel Amendment. It is underserved if: there are less than 1,000 people, an absence of a licensed preschool, and lack of health service providers. Medically underserved gives us further reach for the program.
- 42% of the program's families are single parents.
- Foster care data is hard to get. 41 children are in foster care in Butte, Lawrence, and Meade counties combined (the state has it lumped). DSS cannot provide reservation data, and the group who does have the information has not returned Marcus's call.

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- EdFacts from the South Dakota Department of Education reports to federal government. It lists the number of children reporting homeless in schools is under 10 in each of our counties.
- Most areas we serve will benefit from home based more than a center due to their rural nature, which is why opening a center in any of our areas would not be practical. Belle Fourche is a larger town, so it can support a center that isn't established.
- Many areas don't have preschools in the local schools, but the schools do have Birth to Three or Early Intervention for children with disabilities.
- Licensed child care facilities in all of our counties are low out compared to the total number that a county could have. Only 1 in the 10 in Butte County is in Newell.
- December 1st child count of special education children in each county is given with the percentage for PK-12, as well as 0-5 children.
- TS Gold does not accurately report data for children aged 0-2 in our program. It just lists "not yet" and is not sensitive enough to report where their progress is.
- Marcus used grade 3 (lowest available age) to compare skills/deficiencies to the level of children in our program. The self-assessment covers math and English language arts. Oglala Lakota has a huge reading/math struggle; under 5% in level 3 or 4, which is proficient or above.
- Nutrition levels 2 are underweight, 80 are healthy weight, 11 are overweight, and 14 obese according to BMI.
- SD does not have strict child care standards for young children.
- The Report includes number of families getting child care subsidies.
- Child can't learn as easily if he/she had a medical issues like pain from a toothache.
- The community assessment lists out our community partners from our Memorandum Agreements. We have many of the same partners as years past. The report includes how we work them, and outlines memorandums of agreement. For health/dental related providers, the report lists who they are, and what the payment type (free, Medicaid, insurance, etc.) is to cover the child's expenses for exam and treatment.

Motion to approve the Community Assessment

Motion made by: Sean Mets

Second by: Brandon Nikodym

Motion carried

Form 425

- Federal quarterly financial report.
- Badlands uses a modified cash accrual system.
- The form looks at cash receipts and disbursements. We have about \$350,000 in and out.

Motion to approve Form 425

Motion made by: Brandon Nikodym

Second by: Sean Mets

Motion carried

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Form 8955

- Retirement form.
- Zero balance due.
- Form only includes one person from a long time ago/

Motion to approve Form 8955

Motion made by: Brandon Nikodym

Second by: Sean Mets

Motion carried

Resignations and Terminations:

- None

Hiring Recommendations:

- None

Hiring in Process:

- None

Parent Activity Fund:

- Belle Fourche Center 1 will be going to Reptile Gardens on April 29th.
- Belle Fourche Center 2 went bowling, and the event turned out well. They had good turn out from the families.
- Butte E got scolded by the lifeguard, but had a lot of fun.
- Sara Pазie is working on a museum trip at the moment, but it has not been approved yet because they are still working on details. Since the playhouse is an item the program considers to be in the realm of something we normally provide, policy does not allow it to be purchased as a parent activity fund item.

Meeting adjourned at 12:21 pm

*Next PC meeting date is scheduled for **May 17th**.*