

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: August 16th, 2017
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Loyann Doren, Brandon Nikodym, Ashley Flynn, and Sara Pазie (on the phone)

Others attending: Marcus Bevier, and Jessica Carmichael

Quorum Established? yes

Additions to the Agenda: Playground Approval and Renovation Approval

Training: None

Seating the New Policy Council Members - None

Marcus passed around the Dakota Playground bid estimate. It is off from the actual total because it includes extra items that were priced out to help determine funds and what TREC wanted for the Lemmon playground.

Past Minutes:

July 2017 Regular & Teleconference Minutes: Review and Adoption

No questions or corrections

Motion to approve July 2017 Regular & Teleconference Minutes as presented

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – June 2017

- None for July, due to there being no meeting.

Leadership Team Meeting Minutes – July 2017

- No comments

Maintenance & Improvements Projects Update – Lemmon, Newell Social Site, Belle Center

- Newell was hailed out.
 - A few windows were busted, and the building needs to be re-shingled.
 - There is an estimate.
 - The steel siding has some dents, but we don't know if it will be replaced.
 - The windows will either get new glass panes or the whole window will be replaced.
 - This may end up requiring a phone vote.
 - Insurance adjusters have been down to the site.

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- Lemmon playground.
 - We have looked at the bids.
 - The company we plan to go with, Dakota Playground is fairly local (out of Bismark, ND).
 - We will install a swing and a slide, and remove the other items on the list.
- Belle Fourche Center location.
 - July 24th at 9:30, Marcus got a text saying that TREC was in limbo and lease may not be renewed on the 907 State Street center location. Ladies looked at old Redwater Eyecare building on Mill St, and the old Broken Spur building on 5th Ave.
 - July 31st, Marcus spoke with owner of 907 State, and got a letter that day saying the lease would not be renewed.
 - August 11th, TREC signed a 2 year lease on the building on 5th Avenue. In 1 year the owner can put it on the market if we aren't interested in buying. We will consider buying the building in the long term if it works out.
 - The new space is huge at approximately 4,500 square feet.
 - The building has not been updated or renovated.
 - We have some estimates for getting the remodel done.
 - There is money left over in EHS and some in HS. Since it is the end of the program year, that money would have to be spent. We should be okay financially to complete the renovations.
 - Brandon asked about if there is an area on the back side for a playground. Marcus said yes. We need to figure out the property line, move equipment, and put up a fence.
 - We will try to get carry over dollars from the Region 8 office from other programs who did not use all their money.
 - Brandon who is doing the renovations, the landlord or us? Marcus said the cost comes out of our pocket. Normally it would be the landlord's responsibility, but he is not in the position to. It is the reason we got a 2 year lease.
 - Ashley thinks it will be a good location.
 - Marcus said some families can walk, which will help families with transportation issues.
 - Brandon asked about the new fence on State St. Marcus said we paid for and it will not be reimbursed. It was not that large of a cost. The landlords at the State Street location have re-floored, reroofed, and installed a new fire alarm while we have been in the building.
 - The new building is currently a big open space without a kitchen.

New Business:

Belle Fourche Center – Wall Renovation Project

- The building is big, open, and does not contain a kitchen.
- We are asking for \$15,000 (the bid is around \$11,500). Marcus built a contingency into the budget.
- Greg Cornett is a general contractor (used to work for Charlie Johnson), and will run the electrical as well as put the walls in.
- He also has to do some concrete work to replace a floor drain.
- He is not doing the plumbing. A lot of the plumbing is in, but some will need to be done.
- There will be sheetrock and doors put in.

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- Loyann asked about rooms. Marcus said we are putting in 2 rooms. It will be 75 feet worth of walls comprised of 2 and a half walls. The walls will separate both classrooms so you are not running over each other and give a hallway to the bathrooms.
- The bathroom configuration is that one bathroom has a urinal and a stool, the other bathroom has just a stool. The toilets should be small enough as is for children.
- There will be offices and storage in the building as well.
- Brandon asked about doors. Marcus said there is a back door, and children will be dropped off at the front door.
- Early Head Start offices and an EHS social site will be in the building as well.
- Brandon asked if meals will be contracted out still. Marcus said yes we have to contract them out.

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

Motion made by: Ashley Flynn

Second by: Brandon Nikodym

Motion carried

Belle Fourche Center – Floor Renovation Project

- The plan is to put new flooring in. It will be partly carpet, but the bigger areas will have luxury vinyl commercial grade flooring. We prefer to do that over roll out because it is more durable.
- We plan to leave concrete in the storage room.
- So far we have bids from Flooring America and Carpet One for \$18,500 and 20,000.
- We are waiting on Hills Interiors' bid.
- We are having the bid be on flooring priced around \$2 per square foot, so it is stronger.
- These are installed quotes.
- All the flooring companies currently are a month out on their work orders.
- We are requesting \$20,000 for the project.
- The flooring has to get done before services start and we can move in.
- Marcus figured the project will take about a week between prep and laying it down.
- The commercial vinyl will be put in the kitchen area, the classrooms, and the EHS social site. The offices will get commercial carpeting.

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

Motion made by: Ashley Flynn

Second by: Brandon Nikodym

Motion carried

Belle Fourche Center – Fence Renovation Project

- We have a gentleman from Wishbone coming out.
- Marcus figures this will be around \$4,000 based off of the last fence TREC had done.
- Brandon asked about trees. Marcus said there are some trees, and the plan is to trim the trees up and use it as a nature area.
- There will be a small gate for people (child safety gates) and a larger gate for moving equipment.

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- The fence will be 4 or 5 foot high chain link fence.
- Loyann asked about moving current playground equipment. Marcus said it was moved yesterday for about \$500.

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

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Lemmon Center – Playground Installation

- We received 3 estimates.
- The best one was from Dakota Playground. We have worked with Dakota Playground previously, and they know what they are doing.
- Their original bid around \$20,000 including a cozy dome and toddler swing bay. These were extra ideas that had been included on the bid so we could get pricing before picking.
- We chose: a40 inch poly slide for \$3,995, 2 Belt Seat Pro GuardChains swings for \$220, and the single post swing frame for \$1,115.
- We may add items later.
- The installation and woodchips are a big cost (paying freight).
- \$14,665 quote, but we are asking for \$15,000 in case it's higher.
- Spearfish Forestry Products engineered wood fiber is covered by consumer safety project committee so Feds are okay with it being used as a playground base.
- Marcus would like to do the cozy dome eventually. Maybe next year if there is extra money.

Motion to approve the Lemmon Center – Playground Installation at \$15,000.

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Financial Summary Report: July 31st, 2017

- Marcus reviewed the July Financial Summary Report
- Head Start – 93.02% spent. 7% left for next month and any straggler bills. Some personnel was gone for a little while. We have gotten some over qualified people, which leads to slightly higher pay and benefits, but that's okay.
- Training and Technical Assistance This line item is over budget due to the Parents as Teachers training.
- Early Head Start – 79.34% spent. Marcus will have Bev refigure cash flow to double check the budget with the renovation additions.
- 85% of the total budget spent with 2 weeks to go.
- Admin costs are under what the 15% allowed by the federal government.
- In-kind – EHS parents did really well. HS is over for year so nothing is expected. We are at \$446,554, and are supposed to be at \$403,985 for year to date. The total number needed by the end of August is around \$420,000, so we have the grant match completed for the year. 110.54% of the expected in kind is where we stand right now.

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Motion to approve the Financial Summary Report as presented

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

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

- Nothing unusual

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

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Cash Flow Projection Reports 2016-17

- Projected out for the month of August on the HS side. We are over in training and tech assistant. HS has \$6,000 left over. In Head Start budget, the Lemmon playground is included in repairs and maintenance.
- Mental health contract likely projected higher than what will actually be spent on Head Start side. It says \$1,016 over but it's projected. Dorothy is predicting closer to \$10,000 under budget. Brandon asked what happens to the money. Marcus said some of the extra money will be moved to renovations.
- We have received the EHS vehicle bids. The 2 dealers it was between have sold the vehicles. Hersrud's and Scott Peterson's didn't have the vehicles we were looking for. We are trading the Ford Freestyle. We had a bid on a Honda Pilot and a Chevy Traverse, both of which sold last week. McKie and White's Queen City are resubmitting bids for comparable vehicles by Friday. The bids were under the allotted \$30,000 with full warranty (some of the warranty if used, but generally it is either a 5 year/50,000 mile or 3 year/36,000 mile). No vote is needed because this expenditure was approved as part of the grant, so we can just write a check and pick it up.
- EHS is under by \$32,000. The line item for personnel is \$29,000 under, and \$10,000 under in the benefits line item. There is over \$16,000 projected in the supplies line item for the Lemmon playground. Most of the left over money will go to site renovations.

Motion to approve the Cash Flow Projection Report

Motion made by: Ashley Flynn

Second by: Brandon Nikodym

Motion carried

Summary of Operations Report: July 31st, 2017

- Enrollment Reports: We are full in Early Head Start. We are good on 45 and 90 day requirements. Lemmon has 15 kids to start center. We are starting to get trust back in the community. Sara Pазie commented that been asked about TREC, but she hasn't heard anything bad about the program. Marcus noted that we've had struggles in Lemmon in the past. Bison has 12 kids for center, which is a little low, but it is a town of 300. Belle Fourche center is totally full at 28 children. We are worried we may lose some families for Belle Fourche center if have to push center back a week or two. We need to get the last estimate, in order to figure out the start date and keep parents informed. Harding County EHS, Catherine,

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looks good. Alicia's HS in Harding County should be fine for enrollment. OLB will need to do some recruiting, but there are a lot of eligible families.

- Family Partnership 95% and 94% so coming in good.
- Policy Council –
- Socials –
- Home Visit Completion Rates – A little lower than we would like in EHS, but overall good. There was some improvement in Harding County's EHS numbers. Summer is tough for Home Visits especially in SD with ranches.
- Formal Observations Should have 100% by end of August.
- Classroom Attendance N/A
- GOLD/ICPs - Good
- DIALS and ASQs – We missed a 45 day requirement. Family needed service but we couldn't find them, and ended up having to drop the family.
- Health – EHS making progress. The staff is working on focusing on lead tests and completing dentals.

Motion to approve Summary of Operations Report

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Personnel Policies and Procedures

- Dorothy and Marcus spent 2.5 weeks reviewing and updating. Summarized changes:
 - Page 8 Added additional wording to Equal Opportunity Employment Policy/Procedure
 - Page 19 Changed wording to reflect that reporting employee is involved in reporting
 - Page 22 Added #5 to reflect what information can be shared in court situations *referred to Oahe to get this info*
 - Pages 29-32 Changed and added wording to reflect new performance standards requirements regarding Code of Conduct *add things not allowed like use of food as punishment, sarcasm, humiliation*
 - 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 *Everyone works Fridays during school year. At least 4 hours on Friday since staff is hired for 5 days.*
 - Page 74-75 Added Breastfeeding to Rest Breaks and clarified meal break timeframe
 - Page 76 Added "including termination" for falsifying pay activity sheets

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- 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

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Head Start Program Performance Standards-Content Plans of Action

- nothing

Agency Values Committee

- Table for now

School Messenger – Implementation

- Everything is set up.
- We may have to do another upload to get people in there.
- Jessica Carmichael's account is set up, so we will be training on the program soon, then testing it out on staff.
- Jessica Carmichael will be part time, mostly mornings and meetings.

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- Jessica Carmichael will be doing School Messenger
- We can send out blasts through School Messenger instead of just calling.

Self-Assessment Plan

- None

Resignations and Terminations: TK/Lemmon Nutrition

- TK is taking another job.
- She had asked about full time last year, but we couldn't do it.
- She was great with kids, and did a good job with the paperwork.
- We did not have enough work for her to be full time, and it would have been a budget issue.
- We have a possible lady for the position.
- The 2 staff in Lemmon are good and can handle it if the new person is not ready by the start of services.
- Marcus said TK left on very good terms.

Motion to approve the resignation of TK

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Hiring Recommendations:

None

Hiring in Process: Lemmon Nutrition

- We have a possible lady for this position.
- Marcus thinks she would be a good fit and able to do the work.
- The 2 staff in Lemmon are good, and can handle it until someone is hired.

Other questions/comments

There was a question about the new center, and how to keep it safe from children running out into the street and parking lot. The panic button doors are only on the exit doors. Classrooms will actually be contained and children would have to go through several doors. The classroom have doorknobs, which is more challenging for children. Center based manager may help the issue as well, since she will go between areas. The children are age 3 to 5, so sometimes there are challenging behaviors. They have to get past 3 doors to get outside. Brandon asked if the front door will it always be locked and have a doorbell. Marcus said we plan to bring intercom system.

Loyann ask when the new Policy Council will be seated. Marcus said it will likely be October, but he will check with Wanda. Marcus plans to do a joint meeting with the board, or two separate ones that will have a tour of the new center. Once or twice a year, Marcus would like to have the board/PC meeting at different sites so members see what the sites look like and have a better understanding of our services. If we are helping a few families by getting children school ready or spotting health issues, we are doing our job.

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Motion to adjourn meeting at 11:46 pm

Next PC meeting date is scheduled for September 20th.