

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** September 20th, 2017  
**PC Business Meeting:** 10:30 a.m. – 12:30 p.m.  
**Place:** Administration Office Belle Fourche, SD

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

**Others attending:** Jessica Carmichael and Marcus Bevier

**Quorum Established?** yes

**Additions to the Agenda:** Region 8 Priorities and Federal Monitoring

**Training:** None

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**Seating the New Policy Council Members** - None

## **Past Minutes:**

**August 16, 2017 Regular Meeting Minutes; August 18<sup>th</sup> & 31<sup>st</sup>, 2017 Teleconference Minutes: Review and Adoption**

*Motion to approve August 16<sup>th</sup>, 2017 Regular Meeting Minutes, August 18<sup>th</sup>, 2017 Teleconference Minutes, and August 31<sup>st</sup>, 2017 Teleconference Minutes as presented*  
*Motion made by: Ashley Flynn*  
*Second by: Brandon Nikodym*  
*Motion carried*

## **Old Business:**

**TREC Board of Directors Meeting Minutes – August 17<sup>th</sup>, 2017 Regular Meeting & August 25<sup>th</sup>, 2017 Email Vote**

- No questions or comments
- Topics covered were very similar to what was covered in last month's Policy Council meeting.

## **Leadership Team Meeting Minutes – August**

- No questions or comments from the Policy Council
- LT talked about final preservice preparations. There was a change to the format this year.
- The start of year needs were discussed.
- Belle Center start date was decided.
- LT reviewed Hometown Thursdays participation. Staff got our name out, but no enrollments came from it. We plan to do it again.
- Homecoming Parade – It was discussed if we should do it and what the goal is (i.e. exposure).
  - Policy Council added their thoughts regarding participating in future Homecoming Parades.
  - Brandon thought it is a good idea.

# Badlands Head Start: Prenatal to Five Policy Council Minutes

- Loyann thought it would be helpful to get our name out and be involved, since it is school related
- Marcus noted that the program has ties to the school district due to the early intervention program. We do have room for deeper partnerships with the Local Education Agencies.
- Marcus thought it may be worth it since PC gave it good feedback. The discussion in the future would need to be started prior to August
- Ashley noted that this year's route change may be more difficult.
- Ashley suggested creating a social for families to decorate the float or ride on it.
- Marcus noted that Ruth thought it would be worthwhile to do it in northern communities with parent help.
- Sara asked if children would be involved. Marcus said it is mostly a PR thing. It would be parents and maybe kids on float.
- Sara commented that in Lemmon, the program used to have children go to the bank in Lemmon to sing. Over the last 6 years, Lemmon has done reading with schools (still do), and at times the Homecoming Parade. Lemmon center is located across from the school.
- Volunteers and transportation could be an issue if things are not nearby at other sites.
- In Lemmon children really enjoy participating and help get them involved to transition into kindergarten.
- Marcus noted that it is not fair to only focus on Butte County, so if the program proceeds, it will need to be done at multiple sites. There would not be enough time to do floats this year, but likely next year would work.
- Sara felt it would be successful as long as transportation wouldn't be an issue for families. She asked if local schools would be willing to grab a bus and transport for the event. Other areas use school for transport.
- Sara commented that she thought it is a good idea so younger children don't feel left out of older siblings school and family activities.

## **Maintenance & Improvements Projects Update**

- **Lemmon**
  - Center is doing their outside activities at the school soccer fields today (9-20).
  - Dakota Fence is at the center today and tomorrow to put in the slide, swings, borders, and wood chips.
  - This project will be good for children and families especially smaller kids/toddlers.
  - Cost was around \$14,200.
- **Newell Social Site**
  - S Bar S roofing should be there to do roofing today (9-20).
  - Frontier glass will replace some window glass.
  - Collins Siding is replacing siding and some windows.
  - Cost was around \$19,000 from insurance money.
- **Belle Fourche Center**
  - Walls up, doors in, floors done.

## Badlands Head Start: Prenatal to Five Policy Council Minutes

- The kitchen needs to have cabinets put in and the plumbing hooked up. The kitchen should be done fairly soon
- We are in a functional phase.
- This project was bigger than anticipated.
- We have had good people/companies helping us and work with us and our limited time table to get the center operation as quickly as possible.
- The new center differs drastically from the old center.
- Ashley commented that she likes the new center and it is big.
- Marcus commented that the added space is helpful. Before there were a lot of space constraints, and close space can cause some behavioral challenges.
- Brandon was happy that children are not elbow to elbow during nap time.
- Marcus said that the offices at the new center still need to be unpacked.
- Having Suzy down there in the ASM role has been helpful.
- Marcus said it is totally worth it for the kids and families, and that children seem to enjoy it there.
- Staff and contractors will keep working on the project until its done. Everyone will be happy when all work is completed and bills paid.
- Brandon asked about the price. Marcus said it was around \$40,000.
- The playground needs to be finished off with wood chips.
- Ashley asked if there is anything parents can do to help, like painting. She suggested this could be another social opportunity.
- Marcus said he is not sure, but he will pitch the idea to the Leadership Team about parents coming in to help finish it if they want.

### **New Business:**

#### **Financial Summary Report: August 31<sup>st</sup>, 2017**

- Marcus reviewed the August Financial Summary Report.
- There will be no cash flow this month for August, and for September and possible October.
- Head Start – 97.72% of grant spent so far.
  - HS is over on training and supplies lines.
  - HS is low on salaries and budget due to missing staff.
  - All the remaining funds are obligated due to the new center remodel.
  - We thought we would be using some of this year's grant money to remodel, but we are hoping that will not be necessary.
- Lemmon center site is a \$1,500 land lease.
- We own the Buffalo site, with payments at \$480/month.
- The lease on the new Belle Center is higher than the old location. Marcus checked to see if it was in line for rental rates. For 2,000 square feet in same area, people are paying \$1600-1800. We are paying \$2,200 for about 4,000 square feet. The price is good, but the increase does make the budget tight for the 2017-2018 grant year.

## Badlands Head Start: Prenatal to Five Policy Council Minutes

- In previous years, you could count on personnel underage. A lot of LWOP was used by staff, or staff would leave the program mid-year. A lot of predecessors in the executive director position have gambled/counted on this, but Marcus does not believe that will be the case this year.
- Early Head Start – The money spending mirrors Head Start.
- Admin – We kept it in line to where we needed to be (no more than 15% of the program total).
- Travel was under in 2016-7.
- Rebecka Funk will be going to a training with Handle With Care (HWC) in Rochester NY. HWC is a de-escalation training. It covers how to restrain in a safe, effective manner if staff can't deescalate a situation verbally. Marcus thought just was an issue just our program was having, but a number of programs around the state are seeing increasing behavioral challenges. We need to work with families for children struggling with impulse control using the positive behavioral model. Rebecka will be able to train our staff in these methods, but only our agency.
- Marcus has only been to the Belle Center so far this program year. He saw some behavioral challenges, but for the most part nothing huge yet. We've had some outburst/impulse control/social-emotional challenges in the past that were tough for teachers to handle.
- In-kind – 99.3% HS in-kind goal was met; 127.99% EHS in-kind goal was met. In-kind works by the program setting a goal, and we have to meet it (the goal is 20% of grant/nonfederal share, as required by the grant), but we are not penalized if we are over. We needed to reach \$420,000 total, and we were around \$470,000 for the year. Centers are hard to get in-kind at. Home based program staff has an easier time getting in-kind. Brandon asked if Marcus has looked at if it can be done on the computer. Marcus has developed a digital form, and talked to the Leadership Team a bit, but hasn't acted on it yet.
- Loyann commented that SchoolMessenger should help because we can send out reminders.
- Sara told the rest of the group about Lemmon's SEESAW program that is being used in her child's 2<sup>nd</sup> grade classroom. This is a pilot program in Lemmon that started last year, and not all classrooms use it. Parents can see what their child is doing, and send a copy of their work home. It's a phone app. Marcus said he would have to look into it regarding cost and feasibility. The program has a lot of technology contracts already such as SchoolMessenger and Teaching Strategies. Sara commented that it would be easy to send in-kind through this program. Parent can leave notes to their child throughout the day, but teacher must approve the note first. It was noted that for our program, it could be a problem because not every parent has smart phone or computer to do this.

### ***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.**

- CANS had a \$0.88 reimbursement.
- Everything was routine.

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

# Badlands Head Start: Prenatal to Five Policy Council Minutes

*Motion made by: Brandon Nikodym*

*Second by: Ashley Flynn*

*Motion carried*

## **Cash Flow Projection Reports 2016-17**

- None this month
- This was tabled

## **Summary of Operations Report: August 31<sup>st</sup>, 2017**

- Marcus focused on EHS during the report since HS was not in operation and there were no changes.
- Enrollment Reports: The program was fully enrolled for August. This is one of Region 8's priorities. We had a little more in terms of drops compared to last year. For the new program year, 26 slots are over income at this point. There were less drops in HS this year when compared to last year.
- Family Partnership These are coming in well.
- Socials – The program came in ahead; we hosted more than we had to have. Some socials were simple, and some were really cool. Parent activity fund socials and “field trip” socials were pretty cool. Several socials were held at the park. Marcus dresses up as the Cat in the Hat every year, but he was thinking about renting or buying a Pete the Cat or Clifford the Big Red Dog costume as well. He will wait to check and see what the budget looks like since the costumes are expensive (about \$200 each). It breaks out to about \$20 a month on each costume if we only kept it for one year and then threw it away. The total cost over time is pennies on the dollar. Ashley suggested mention Daniel Tiger as another possible costume. Social attendance was not where it has been in previous years, but it ebbs and flows. Staff is trying to figure out how to promote and educate parents about the importance of socials.
- Home Visit Completion Rates – This was for EHS only. Harding County's year end doesn't look great in the numbers, but when Catherine took it over, 2 month had zeros for the families. With approximately 96 home visits per a month, this pulls the numbers down significantly, but Catherine made up a ton of ground. Betty's case load is very small, so missing a visit affects her percentage significantly compared to other staff. Half the battle, for all home visitors, is getting into the home. The yearend totals were around high 70s to low 80s for many Home Visitors. In the 2013-2014 program year, most home visitor completion rates were below 50%. Staff has transitioned many children into the Head Start center or home based option for their area. Home Visitors work very hard. Marcus noted that leadership is more focused on trust building, and seeing how people are doing and feeling than previously. OLB3 and HC HS were the other areas with low year end numbers. Both staff members had 2-3 months of missed visits, but tried to get the numbers pulled up.
- Formal Observations Due to Ruth's internship, Harding county missed some Home Visit observations, but all social observations were completed.
- Classroom Attendance N/A
- GOLD/ICPs – Good

# Badlands Head Start: Prenatal to Five Policy Council Minutes

- DIALS and ASQs – We have had a 100% rating since we had the missed social emotional up north, and dental down south. Both were families that we lost communication with.
- Health – 12 month lead level tests are up to 17 of 18, but we are still a little low on 24 month lead tests. Immunes past due is a little higher than we would like. We will get the immunes and leads updated with the well child checks if they have been done. The physicals are coming in, as are dentals. Many health numbers are 100% or high 90%’s. It was a long tough year, but it came out alright. Staff are working hard.

## ***Motion to approve Summary of Operations Report***

*Motion made by: Ashley Flynn*

*Second by: Brandon Nikodym*

*Motion carried*

## **Annual Report**

- Submitting next month.
- Most of it is marked up or revised from last year.
- Marcus needs to put in some of the financial figures, and change the executive summary of last fiscal and program year.

## **Head Start Program Performance Standards-Content Plans of Action**

- We have the VCA application submitted, to get an ORI classification number to get FBI background checks.
  - SD State DCI helped us find a way to complete this and go forward to meeting the new HS Performance Standard.
  - We will get a policy created for the background checks once the application is approved.
  - We check the sex offender registry before hiring staff already.
  - Regular volunteer and main staff will have the FBI background check done.
  - Rechecks on staff must be done after 5 years.
- Staff has started coaching
  - Michele Kreuzer-Ranker coaches Butte county and OLB home visitors.
  - Melissa coaches Center staff for all 3 locations. She is doing Bison staff today.
  - Ruth coaches home based staff in her area (Harding/Perkins).
  - Melissa has put in a lot of effort to get coaching implements, as have ASMs.

## **Agency Values Committee**

- Table

Brandon asked if Marcus is still planning to have the Policy Council meeting as different sites. Marcus is still looking at going to different sites, but has to consider mileage as an extra cost if this is done.

## **School Messenger-Implementation**

## Badlands Head Start: Prenatal to Five Policy Council Minutes

- Marcus and Jessica Carmichael have training this week.
- Once training is completed, we can start using text messages and emails for reminders of in-kind and socializations.
- The plan is to get teachers on to send out messages when needed.
- It will help to have this program up and running before winter.

### **Resignations and Terminations:** None

*Motion to approve the resignation of*

*Motion made by:*

*Second by:*

*Motion carried*

### **Hiring Recommendations:** None

*Motion to accept the recommendation of the Hiring Committee to hire*

*Motion made by:*

*Second by:*

*Motion carried*

### **Hiring in Process:**

- We will start interviewing for substitutes.
- A couple of people are interested in subbing in Butte county.

### **Region 8 Priorities**

- Enrollment
  - This is a struggle region-wide. Staffing issues in OLB caused the program to move most of OLB's 80 slots up to Butte county several years ago.
  - We were designated as chronically under enrolled. This is by being a couple children short at any given time.
  - Grantee specialist (GS) will likely come out to work with us.
  - The GS, and under enrollment, may mean reducing slots.
  - Marcus doesn't want to lose funds or children due to this.
  - We try to have environment that kids and families are successful in.
  - We will do what is necessary to satisfy requirements.
  - Marcus wants to see what the GS will recommend we do to improve enrollment. We have done most of the things the regional office gave us on the email recommendation list.
  - It is likely that Kate from Rapid City will come up and be our GS for this issue.

## Badlands Head Start: Prenatal to Five Policy Council Minutes

- Marcus is confident in how we do work.
- Income guidelines sometimes do not coincide with cost of living. Federal poverty guidelines doesn't match consumer index inflation.
- Opioid addiction was another priority
  - Nothing was covered in more detail about this

### **Federal Review**

- Marcus sent out an email for the Regional Office of the change in the review process.
- Due to where we are in our grant cycle, we are likely Focus Area 2.

Staff started services at all the centers and home based program. There were some drops yesterday (9-19). Butte County home based to fill, but we will get it filled.

Ashley asked when is the voting for Policy Council. Marcus said it will be at the first socialization.

Meeting adjourned at 11:44.

*Next PC meeting date is scheduled for **October 18th**.*