

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

Meeting Date: October 18, 2017
PC Business Meeting: 12:30 p.m. – 2:30 p.m.
Place: Community Room – First Interstate Bank - Belle Fourche, SD

Roll Call: Brandon Nikodym, Ashley Flynn, Sean Mets, Sara Pazie (by phone), Krista VanVactor, Paige Jack, and Amber Orban,

Others attending: Marcus Bevier, Jessica Carmichael, and Wanda Dunn

Quorum Established? yes

Additions to the Agenda: Seating new members

Training: Orientation for new members from 10:30-12 – attended by Sean Mets, Amber Orban, Paige Jack, and Krista VanVactor

12:50 call meeting to order

Seating the New Policy Council Members – News Members and the cluster they represent are: Amber Orban – Butte 1 Representative, Paige Jack – Perkins EHS Representative, Krista VanVactor – Bison Center Representative, Sean Mets- Butte E Alternate, Ashley Flynn – Belle Fourche Center 2 Representative, and Brandon Nikodym – Belle Center 1 Representative.

*Motion to seat the new policy council members
Motion made by: Sean Mets
Second by: Brandon Nikodym
Motion carried.*

Ashley will continue to run this meeting, and next meeting we will seat any additional new members, and then do an election. Marcus requested everyone think about if you want a leadership role, and a pitch for yourself if you do.

Past Minutes:

September 20th, 2017 Minutes: Review and Adoption

- Brandon asked about car seat installation. Marcus will check with the Belle Fourche Police Department to see if they will have someone certified to install, or if the fire department will do it. The previous Police chief had been willing, so may be able to get this to move forward.

*Motion to approve September 20th, 2017 Minutes as presented
Motion made by: Brandon Nikodym
Second by: Paige Jack
Motion carried.*

Old Business:

TREC Board of Directors Meeting Minutes – September 21st, 2017

- Very similar to PC meeting
- Didn't deviate from PC conversation or thoughts for the topics.

Badlands Head Start: Prenatal to Five Policy Council Minutes

Leadership Team Meeting Minutes – September 2017

- Kay dates
- Upcoming socials/dates/screenings
- 45/90 day requirements
- No surprises

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

- Lemmon – The playground is in and looks super. The project added a slide and a couple of swings, that benefits infants and toddlers, as well as Head Start children. The center has to use a sign-up sheet to take turns on the slide because it is very popular. It was the right decision to put this in.
- Newell Social Site – It has been approved to spend up to \$20,000 for hail damage repairs. We have bids back, and are working with Collins Siding to get us on their work calendar. This has been slow due to the amount of work staff has incurred from the Belle Center. We need an operation social site. We are not putting carpet back in for the flooring. The plan is to put in linoleum or engineered hardwood.
- Belle Fourche Center Renovations – The lease at the old site was not renewed by the landlord, so staff had a short time to find and renovate a new site. The new center is located at 1847 5th Ave, in the old tack shop. The project is finally wrapping up, and included a couple new walls, laying a floor, and putting a fence in. Sinks were out in each classroom, and the kitchen is almost done. The sinks have been lowered to the children's height. They were originally put in at 3 feet, the highest a sink could be with ADA disability laws, and it was too high because children are not that tall and needed to be on step stool at that height. The project did not constitute major construction by Head Start standards, though it was a big under taking. Marcus may bring the possibility of buying the building to PC in the future. A scope of the plumbing showed it was clean, the building is good structurally. We have run into no issues thus far. Some copper to fixtures, but the new plumbing is pex. The sewer pipe is PVC. Wanda noted that an advantage of the building is that there is an EHS social site. Marcus said it also has the EHS HV offices. Krista asked what we own. Marcus said we own: Bison Center, the building in Lemmon (it's on leased land that we pay approximately \$1,500/year with a 100 year lease), Harding County Social Site/Office, Newell Social Site, and the Belle Fourche Admin office. The Lemmon building life expectancy is almost up since it is modular.

New Business:

Financial Summary Report: September 30th, 2017

- Marcus reviewed the September Financial Summary Report
- We expended the prior year's grant monies.
- 60-80% of our total budget is spent on personnel and benefits. It takes people to deliver services. Home based staff try to use elements already in the home. Families meet an income eligibility requirement, so staff tried to show them how to work with items they already have. This also cuts down on supply expenses.
- Supplies is our 2nd biggest line item generally.
- No cost projections this month, we will have them next month.
- 6.5% of the Head Start budget has been spent, and 5% of the Early Head Start budget has been spent.
- For travel there is \$93 negative, likely this is a reimburse from SDHSA travel.
- Admin expenses are inside their requirements.
- We cannot spend more than 15% of cost on administrative. Marcus is entirely admin. Jessica Carmichael, Dorothy, Bev, overhead costs, and some travel are considered administrative. Anything that doesn't deal with

Badlands Head Start: Prenatal to Five Policy Council Minutes

provision of service goes in admin expenses. We are generally under by a bit, but we can't go over. Admin spent approximately 3% so far.

- **In-kind** – Marcus asked how many are familiar with in-kind? Sean, Brandon, Ashley, and Krista said they are. There are activities on the sheet, and they are an opportunity to work with your child on area that the teacher or HV deems they need to work on (not areas they have already mastered). For example if the child can climb a slide ladder easily and well, gross motor is likely fine, but they may need fine motor work because they can't thread a string through beads. Parents focus dedicated time with their child and support the program. Parents can have 40 X's on a sheet per week. Each X is 15 minutes. A page filled with X's is thrown out and not helpful because it is obviously not true. The first in-kind month is always slow (week and a half to 2 weeks counted by the deadline). EHS had \$2,827 (above last year), and HS was above \$10,000 (above last year). EHS is a program of continuity so it is a little odd that the numbers drop so low. The program expects around \$42,000 worth of in-kind each month. We are required to have 20% of our total budget come from other sources (donations of money/supplies, or in-kind contributions). Sean brought up filling out the in-kind sheets at socials and turning those in, because it helps a lot.

Motion to approve the Financial Summary Report as presented

Motion made by: Krista VanVactor

Second by: Brandon Nikodym

Motion carried

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

- MasterCard was a little higher than usual due to purchasing supplies like cabinets (Menards \$1,400), replacing a few windshields, and renting a U-Haul to move the center.
- Ashley asked why we go to Rapid City to replace the windshields. Marcus said we have done several places, but the best rate is there, even with the drive. The Crack Team or Frontier Glass do some work on our windshields too. The Glass Shop in Spearfish or Frontier Glass do our doors. We are currently working with Frontier on a bid to replace windows in Newell. DakotaLand Auto Glass rate is hard to beat, even with fuel/mileage figured in. We try to spread it around on where we do purchases. The cost principles say we should be equitable in how we distribute funds for those types of items.

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

Motion made by: Paige Jack

Second by: Brandon Nikodym

Motion carried

Summary of Operations Report: September 30th, 2017

- **Enrollment Reports:** In September, we were at 102 of 103 for Head Start, and 63 out of 64 for Early Head Start. We are full for EHS for October. We do have some drops that need to be filled. We still need two Head Start home based children for the year. On our waitlist, none are income eligible in HS/EHS. Our over income numbers on the waitlist are quite large.
- **Family Partnership:** Parent surveys, family assessments, and family partnership agreements are starting to come in. We are not too worried about them right now.
- **Socials** – 11 out of 12 completed for September for HS and EHS combined. Head Start centers have less socials to do per year. EHS is off to a good start and will make up the one missed.
- **Home Visit Completion Rates** – Completion rates are looking really good in both programs. Butte D/2 doesn't have many families, so 63% means she has missed only 3 visits. Half the battle is getting in homes, unless the

Badlands Head Start: Prenatal to Five Policy Council Minutes

family has a regular schedule. This month we probably see drops in completion rates due to: cold and flu, families moving, etc. 206 out of 230 EHS visits were completed in September. 165 of 187 HS visits were completed in September. No one will be over 100% of their total visits at the end of the year. Some staff made up visits in advance of missed visits, because they knew they would be out, so that is why their numbers are over 100%.

- Formal Observations – some of these are done
- Classroom Attendance – September center attendance was good. Belle Fourche Center 2 had some attendance issues, and the child became a drop due to transportation issues. The child was switched to the home based program.
- The 45 day requirements are coming up for hearing/vision/developmental screening. These are a big deal, because they let us know where kids are at so we can individualize and tailor the program to them. At least 10% of total programs have disabilities (IEP or IFSP) most IEP/IFSP are related to speech, but we also see some children on the spectrum or cognitive issues. Getting the 10% requirement is not an issue to us normally.
- GOLD/ICPs - Good
- DIALS and ASQs –
- Health – You see some red or yellow on the chart. Under 85% is red, 85-95% is yellow on the compilation of stats. Immunes in OLB need to be improved. Traditionally we struggle with the lead blood test. Parents and physicians make this an issue (they don't want to do a finger blood prick and we are in a low lead area). We do see high lead numbers periodically. Next is physicals and dentals for the 90 day requirements. We hone in on those after the first month is past.
- Good first month of services

Motion to approve Summary of Operations Report

Motion made by: Krista VanVactor

Second by: Sean Mets

Motion carried

SF-425 Semi Annual Report

- This is a financial report for the federal government.
- The report is a semi annual.
- We operate on a modified cash basis.
- The report shows cash out/cash in.
- Unobligated balance of federal funds (line H) should be 0.
- Money in, obligated funds, and money that hasn't been spent yet are all reported.
- We get workers comp, or dividends checks, but that money gets spent.
- We had a cost of living adjustment.
- We obligated all the funds for the prior year, met in-kind requirements, and spent all program income.
- At zeros which is where we want to be.

Motion to approve the SF-425 Semi Annual Report

Motion made by: Brandon Nikodym

Second by: Paige Jack

Motion carried

Annual Report

- Details what happened in the last program year and last fiscal year. The fiscal year runs Jan 1st to Dec 31st and the program year is Sept 1st to Aug 31st. There is some overlap of the dates.

Badlands Head Start: Prenatal to Five Policy Council Minutes

- It's been a while since the program has had a monitoring visit. We will have 2 this year. One will be comprehensive in nature covering fiscal, enrollment, governance, etc. During the comprehensive review, reviewers will ask questions of the PC. Marcus plans to bring the protocols to the next meeting. Our reviews tend to be in March or April due to the weather .
- Our last financial audit yielded no findings.
- Last May, we implemented Parents As Teachers for home based. This fulfilled a requirement of the new standards.
- We added an Area Service Manager for the Belle Center.
- It was noted that we overspent in Training and Technical Assistance, which allowed \$33,742. PAT training alone was approximately \$20,000.
- Last year's numbers looks like we have \$100,000 to spend still, but the funds are all obligated.
- Enrollment for last year was 97% and 98% per program. The Regional Office is making enrollment a priority so we need to get it to 100%.
- School readiness in major categories was outlined. Literacy/language/math are areas that can still be improved. We saw growth throughout the year on all areas, except literacy. The hard part is that some new children are analyzed for the first time during the last assessment, which doesn't give an accurate depiction of where they are.

Motion to approve the Annual Report

Motion made by: Krista VanVactor

Second by: Amber Orban

Motion carried

Head Start Program Performance Standards-Content Plans of Action

- None

Agency Values Committee

- None

School Messenger – Implementation

- We are working on this.
- Marcus and Jessica Carmichael have gone through training.
- We will be building lists, so more individualized messages can be sent.
- Social times, school closings, etc. are things we plan to use this for.

Resignations and Terminations: LF/Butte EHS HV

- Going to Rapid City Regional Hospital doing social work, which is her trade.
- We appreciate the amount of time we have had her.

Motion to approve the resignation of LF/Butte EHS HV

Motion made by: Krista VanVactor

Second by: Amber Orban

Motion carried

Hiring Recommendations:

- None

Badlands Head Start: Prenatal to Five Policy Council Minutes

Hiring in Process:

None

Motion to adjourn meeting at 1:48 pm

Motion made by: Sean Mets

Second by: Krista VanVactor

Motion carried

*Next PC meeting date is scheduled for **November 15th.***