

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: November 15, 2017
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Amber Orban, Brandon Nikodym, Ashley Flynn, Krista VanVactor, Paige Jack (phone), and Jennifer Suter (phone)

Others attending: Jessica Carmichael, and Marcus Bevier

Quorum Established? yes
Additions to the Agenda: None

Training: None

Seating the New Policy Council Members – Jennifer Suter, Lemmon alternate

Motion to approve new policy council member, Jennifer Suter, as presented
Motion made by: Brandon Nikodym
Second by: Amber Orban
Motion carried

Past Minutes:

October 18th, 2017 & October 24, 2017 Phone Vote Minutes: Review and Adoption

Motion to approve October 18th, 2017 & October 24, 2017 Phone Vote Minutes as presented
Motion made by: Brandon Nikodym
Second by: Krista VanVactor
Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – October 19, 2017

- Same topics as Policy Council
- Included the Belle Fourche building purchase, which PC did as a phone vote.

Leadership Team Meeting Minutes – October

- Staffing dates were discussed. Staffings discuss any issues a HV’s families may have, or resources that they as a staff member need.
- Region 8 Conference was a few weeks ago in Deadwood.
- Amber asked for requirements of a substitute for Bison and Lemmon. Marcus said it is not the same as the school district. A parent volunteer does not help meet the ratio. Bison goes until 12:30, and Lemmon until 2. It is as needed. Amber may be interested in substituting in Bison.

Maintenance & Improvements Projects Update – Newell Social Site

Badlands Head Start: Prenatal to Five Policy Council Minutes

- It was not entirely wood floor under the carpet.
- Bev has looked at samples of flooring from Hill's Interior.
- Normally we will do installation, although it presents some worker comp risk, instead of subcontracting it out.
- Collins Siding was awarded the bid to repair the hail damage. It will not be until February.
- S Bar S Roofing out of Lemmon/Sturgis will repair the roof.
- The site is mostly an office, although it is also used for socials, and needs to be functional.
- Most of our Butte County families are in the Belle Fourche area currently, not Newell/Hoover/Castle Rock.

New Business:

Elect Chair and Vice Chair

- A couple extra meetings are required of the chair, including the budget process. You also have to run the meeting.
- Ashley Flynn would like to be either chair or vice chair. She supports the program's goals, and plans to be in it until her children age out.
- Krista VanVactor would like to be vice chair. She has some previous experience on PC with an older child.
- Paige Jack would like to be vice chair. She feels the program is very beneficial, and plans to be involved until her son ages out. She has chaired on other committees.

Motion to nominate Ashley Flynn for chair.

Motion made by: Krista VanVactor

Second by: Amber Orban

Motion carried

Motion to elect Paige Jack as vice chair based on the secret ballot vote.

Motion made by: Krista VanVactor

Second by: Amber Orban

Motion carried

Financial Summary Report: October 31st, 2017

- Marcus reviewed the October Financial Summary Report.
- These forms/numbers came in today, since there were errors in the information we were given on the 8th.
- There were some payroll mistakes in September and October that have been corrected.
- Head Start – Personnel and benefits are the primary cost. Benefits were a little lower this month due to a credit on the account.
 - Preliminary projections show us at \$29,000 over on Head Start side, health insurance/benefits are the main reason. December to January will give us a better picture.
 - Renovations were mostly paid for from last year's budget, but some had to be paid from this year, which has some financial impact.

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Budget will be adjusted to reflect the building purchase when it happens. It was adjusted when we moved between the center buildings.
- Other category lumps in things like contractor labor.
- 60-80% of operating budget should be personnel and benefits by the Head Start standards.
- We have some over qualified staff, which costs a bit more, but they are a good fit and have a good impact.
- 18% of the budget spent.
- Administrative – Program services planning, not delivery is in this line item; including finance, governance, office management. We can't go over 15%. Contractual would be things like IT support.
- Krista requested examples of what is covered under contractual and other. Marcus will bring examples for the December meeting.
- Early Head Start – Looks the same as the Head Start side. 13% of the total budget is spent.
- In-kind –
 - Head Start was up from last month, but lower than required. We are at 65% of where we need to be for HS YTD.
 - Early Head Start was up. This may be due to stragglers. It was over \$33,600 this month, and puts them at 111% of where they need to be YTD.
 - Total we are at 82% of YTD goal, at \$69,151 of \$84,040.
 - In-kind forms can be turned in late, and each cluster has a different “due” date.
 - We collect the data between the 2nd and 3rd week of the month.
 - Krista and Ashley thinks PC members should remind their parent committees.
 - Marcus would like this tabled and discussed more in the future.
 - Use of an electronic form is difficult because it is a financial form. This is a process and legality issue. We need something that can't be changed. From talking to other programs, Marcus have found none who are currently doing this electronically.

Motion to approve the Financial Summary Report as presented

Motion made by: Krista VanVactor

Second by: Paige Jack

Motion carried

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

No questions

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

Motion made by: Brandon Nikodym

Second by: Krista VanVactor

Motion carried

Summary of Operations Report: October 31st, 2017

- Enrollment Reports: We were fully enrolled at the end of October. This is a Regional Office priority, so it is a focus of ours. Not a lot of drops this year. 7 total for September and October, and it was because the family moved or they have a time constraint. We have a weak waitlist. There were a few

Badlands Head Start: Prenatal to Five Policy Council Minutes

EHS income eligible that have been taken, but most on the waitlist are over income. In Belle, it is unlikely an over income will get an under income match.

- Family Partnership good
- Socials – good. We will start having trainings for the families.
- Home Visit Completion Rates – It will go down with the holidays during the next two months. So far completion rates look very good. Many clusters are around 90% completed this month. Head Start Year to Date completion is at 88%, with 85% completion for the month. Early Head Start Year to Date is 87%, with an 81% month completion rate. Home Visitors are getting in with regularity, which means a good relationship, and delivering Parents As Teachers, a quality program.
- Formal Observations It is early in the year, so very few of these will be done yet.
- Classroom Attendance Overall pretty good despite some illnesses.
- GOLD/ICPs – Good. TS GOLD first check point is past. Data will be pulled soon.
- DIALS and ASQs – coming in great
- Health – 90 day physical and dental requirement is the focus and staff is prioritizing it. Lead testing is important, as is not neglecting oral care. Krista noticed a lot of dentists want to see children in the first 6 months to a year now. Marcus may need to adjust color thresholds on the reports. Dental follow ups are tough to get done, especially since ALL appointments must be done. Hearing and vision tests are tough to do on infants, especially in the first few months.

Motion to approve Summary of Operations Report

Motion made by: Jennifer Suter

Second by: Brandon Nikodym

Motion carried

Audit Report

- 2016 fiscal year audit.
- Page 16 – 18.
- Compliance to the uniform guidance, which includes allow ability, cost principles, etc.
- All similar programs must comply with this standard.
- Summary of results was that there were no material weaknesses, and no audit findings relative to the program.
- We are a low risk auditee, which is a good thing.

Motion to approve the audit report as presented.

Motion made by: Amber Orban

Second by: Brandon Nikodym

Motion carried

Head Start Program Performance Standards-Content Plans of Action

- We will be getting a CLASS and Focus Area 2 Review.
- Both reviews will take place at the same time.

Badlands Head Start: Prenatal to Five Policy Council Minutes

- It is a comprehensive review that covers many areas including: ERSEA, finance, governance, and Policy Council.
- We will have some time focused on familiarizing Policy Council members with the standards, the language they use, and how we meet those standards.
- PC members will likely need to talk to the reviewers.

Agency Values Committee

- Tabled

School Messenger Implementation

- Fully implemented
- Text messaging opt in has been sent out to notify parents.
- Marcus just updated all the lists.
- When things come up, we will send out notices.
- Ashley asked what will go through it. Marcus said a letter will still be sent for health notices, but social reminders, and weather cancellations will be done.

Resignations and Terminations: JC/AA

- JC will be leaving to stay home with her child.

Motion to approve the resignation of JC/AA

Motion made by: Krista VanVactor

Second by: Brandon Nikodym

Motion carried

Hiring Recommendations:

- None

Hiring in Process:

- We had an interview for the Butte County EHS Home Visitor position.
- The candidate is a young lady, who has experience with young children already.
- We have moved on to the next step of the process-drug tests, background checks, etc.
- She was very organized and prepared, and came with in-depth questions.
- Her name is Courtney.

Motion to adjourn meeting at 11:54 pm

Motion made by: Krista VanVactor

Second by: Amber Orban

Motion carried

*Next PC meeting date is scheduled for **December 20th.***