

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

Meeting Date: September 19, 2018
PC Business Meeting: 10:30 a.m. – 1:00 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Ashley Flynn, Jessica Carr, Travis Maier

Others attending: Marcus Bevier, Amanda Schwend

Quorum Established? Yes

Additions to the Agenda: None

Training: None

Seating the New Policy Council Members - None

Past Minutes:

July, 2018 Minutes: Review and Adoption

*Motion to approve July 2018 Minutes as presented
Motion made by: Travis Maier
Second by: Jessica Carr
Motion carried*

Old Business:

TREC Board of Directors Meeting Minutes – August, 2018

- Reviewed Results
- Discussed ongoing IT issues
- Discussed requests for solicitation

Leadership Team Meeting Minutes – July, 2018

- No LTM in August due to scheduling conflicts with getting set up for the new year
- Discussed preparations for the new year, marketing campaigns, Belle Fourche Center purchase, and reading grants
- From a compliance standpoint, the program is looking good so the team will be focusing on diversifying funding streams, improving quality, and what more TREC can do, particularly with respect to marketing, in the community
- Fact sheets were made for each county that focus on data depicting the good that Head Start does in their respective communities
- Covered normal finance and operations

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Maintenance & Improvements Projects Update – Belle Center Purchase, Newell Playground, Lemmon Playground

- In regards to the BFC purchase: an application for funding has been submitted to the John T Vucurevich Foundation, they did a walk-through of the building on Monday, 17 September. A letter of inquiry has been submitted to the First Interstate Bank Foundation. 1303 application and one time funding application are in. An architect is being brought in to satisfy the federal requirement for the building inspection.
- Newell play ground is finished
- Lemmon playground: very little shade and can get very hot when sunny. Have estate money that can be used to build a shelter structure that can also function as an outdoor classroom. Contractors expressed interest in the project but never submitted any information. Bev will be contacting them to gauge interest. Travis to send an email to Marcus with names of other contractors. Contractors must be Licensed, Bonded, and Insured.

New Business:

Financial Summary Report: August 31st, 2018

- Marcus reviewed the August Financial Summary Report
- Head Start –97% of budget spent. Travel was down this year and there were reimbursements for what was done so travel actually gained. More travel is anticipated this year so the same amount will be budgeted for. Utilities went over budget due to a long and cold winter last year which will be factored into historical data to estimate future costs.
- Training and Technical Assistance – Staff were sent to several conferences this year. The majority of HS/EHS home visitors will be attending the Parents as Teachers National conference in Phoenix, AZ come October which accounts for a large portion of last month's spending in this area. The Parents as Teachers curriculum is costly to get into but the value received far outweighs those costs.
- Early Head Start – 88% of the budget has been spent. The majority going to personnel, benefits, and contractual.
- In-kind – HS has lower numbers than EHS, as expected, but still did well for the year finishing at 92%. EHS exceeded expectations by 30%. Total In-Kind was \$468,502.
- All remaining funds have been obligated and will be spent by November. A new phone system is being looked at with the consideration of an entirely new system or just a new card reader.
- No cash flow projections due to end of year tracking.

Motion to approve the Financial Summary Report as presented

Motion made by: Jessica Carr

Second by: Travis Maier

Motion carried

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

- No questions or comments

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

Motion made by: Travis Maier

Second by: Jessica Carr

Motion carried

Summary of Operations Report: August 31st, 2018

- Focus on EHS since HS was not in session
- EHS was fully enrolled again last month
- Looking for a Harding EHS Home Visitor
- Homelessness remains mostly the same though 7 families did find housing
- Only 23 drops this year mostly due to moves, time conflicts, or other. This is down 9 from the year before
- Wait list is stable. Harding County has a lot of over income families
- Parent surveys, family assessments, and partnership agreements have been coming in well
- A community representative, Jessica Carr, has been added to policy council. She is a former HS parent and Policy Council member
- Exceeded the amount of socials expected
- Parents are getting a lot of training at socials
- Home Visit completion and observation rates are looking good. 18% HV completion rate in Harding County is due to the loss of a home visitor resulting in slow paperwork and will be updated as the paperwork is received.
- TS Gold has the same number of observations and finished the year at 100% on 45 and 90 day requirements
- Health data reveals that immunizations are being kept up to date. Dental, well-child visits, and 12/24 month lead tests need improvement.
- Need to stress upon families, the community, and medical professionals the importance of lead tests

Motion to approve Summary of Operations Report

Motion made by: Jessica Carr

Second by: Travis Maier

Motion carried

PIR

- 93% of children with a chronic condition are receiving medical treatment
- Services to children with disabilities has good numbers
- Families with a payer for medical and dental home is over 90%
- Multi-year enrollment percentages indicated good longevity for the program
- Distribution of children is Head Start heavy due to more Head Start than Early Head Start slots

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- 14 prenatal families joined the program, most in the second trimester. Over half were considered high risk
- Most homeless families are doubled up or sharing housing.
- Large over income numbers in some counties due to lack of licensed child care in the area
- More families are receiving health insurance, numbers are down from 11 to 4
- Struggling with making and keeping dental appointments in OLB

2018 Fiscal Manual

- No changes

Motion to approve tabling discussion till next meeting

Motion made by: Travis Maier

Second by: Ashley Flynn

Motion carried

Resignations and Terminations: Melanie Williamson, Catherine White

- CW took a job with the school district in Harding County
- MW terminated her position as Belle Fourche Center Teacher the first week, citing an inability to transition from middle school to ECH. Job postings have been listed in the Belle Fourche Beacon, Black Hills Pioneer, Classifieds, Facebook, and with Black Hills State University. Awaiting return of background checks for a substitute for the Belle Fourche Center position which could be long term, until the teacher position has been filled.

Motion to approve the resignations of CW and MW

Motion made by: Travis Maier

Second by: Jessica Carr

Motion carried

Program Funding Letters- JTV and Neil Wanless

- Would like to purchase the Belle Fourche Center building in order to cement our place in the community. There is not a lot of expendable income to do this with so funding letters have been sent out.
 - A letter of inquiry was sent to the John T Vucurevich Foundation in late summer. A site visit was performed on Monday 17 September, which resulted in the submission of our request to their board. In addition, they requested the appraisal summary, environmental impact assessment data, Code letter, engineering assessment, and our revenues and expenditures from August.
 - Submitted a letter of inquiry to the First Interstate Bank Foundation on 18 September, awaiting a response
 - The South Dakota Community Foundation was contacted; they do not engage in capital campaigns
 - Looking into the Clarkson Foundation for funding

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- One time funding application is in and we are awaiting a response

Dolly Hull Site Visit

- Visited the first week of September, Center visit on the second day of class
- Discussed the building purchase
- Discussed how Marcus can be of assistance to new Head Start Directors throughout the state
- Covered education, family community partnerships and management

CLASS Scores- Competitive Grant

- Had a low CLASS score in class organization, 5/7, which is good by the developers standards but not by the observers, could make us re-compete for grant in 2020
- There were no deficiencies, will provide additional training in trouble areas to improve scores

IT Issues-RFP Progress

- Discussed ongoing issues with email and sharing information with outlying sites at last Board Meeting
- Considering a cloud based or share point type service, one had been set up but the permissions were never set so it is unusable
- Email has been down for lengthy periods, frequently, making contact with employees and other businesses very difficult
- A request for proposal for IT Bids will be sent out by the end of September, it is nearly complete
- Spoke with current IT provider and explained that they are welcome to put in a bid but that it will be a competitive situation where a stable and reliable system will be the top priority
- Once the RFP is complete, email a copy to Travis for recommendations

Hiring in Process: BF Teacher, HC EHS HV

- New OLB HV started last week. Enthusiastic with excellent questions. Spent this week in training and recruiting. Doing well so far
- Butte County will have a new HV starting in October, Michele is currently covering home visits and recruiting in this area

Next Meeting Date

- Due to nature of the next meeting, considerations need to be taken with regards to time and location of members. Suggested that PC Training begin at 11 and the meeting be held from 1-3pm

Motion to adjourn meeting at 11:45 am

Motion made by: Travis Maier

Second by: Jessica Carr

Motion carried

Next PC meeting date is scheduled for October 17th, 2018 at 10:30 am. May change a bit.