**Meeting Date:** August 25th, 2016

**Board Business Mtg.:** 5:30 p.m. to 7:30 p.m.

**Place:**  Belle Fourche Administration Bldg.

**Telephone Number:** 605-723-8837

**Roll Call:**

**Members Attending:** Brad Brunner, Jeanine Short, Rena Hymans, Marcus Bevier, Dorothy Richards, & Melissa Pickle

**Members Absent:** Nikka , Deborah

**Quorum Established?** Yes

**Non-Members attending:** NA

**Business meeting began:** 6:22 pm

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**Training:** None

**Additions to Agenda:**

* Leave Donation Pool – Policy, Procedure, Form
* Reserve Leave Account – Policy and Appropriation

**TREC Business:**

**BOD Roster & New Member Recruitment**

* Tim Potts – Regional office states there is no conflict of interest. He is very interested in participating on the board and would like to attend to the board workshop. He is still considering the position, but may be moving into a new job position in October that would be a conflict of interest. Brad will provide Marcus with Tim’s contact information.

**Team Communication**

**PC Minutes – July**

**LT Minutes – July**

**Consent Agenda**

**July, 2016 BOD Minutes:** Review and Adoption

**Policies, Procedures & Forms:**

* General Consent Form
* Partnership Agreement
* Home Visitor Parent Pledge
* Parent Interest Survey
* Mental Health Consultant Role & Responsibilities
* Mental Health Social Observation
* Mental Health Classroom Observation

***Motion to approve above Consent Agenda:***

*Motion made by: Jeanine Short*

*Second by: Rena Hymans*

*Motion carried*

**Old Business:**

**Maintenance & Improvement Projects – 2016**

* Stucco on the Belle Fourche Office building has been completed.
* Dave Dellago completed some demolition work on the Buffalo basement so that Blackburn can come in during the third week of September to fix the basement and install a pump system. Currently getting a lot of moisture in the building. Demolition work included removing baseboards, removing cabinets, etc.
* Currently looking to put in an intercom system into the Belle Fourche Center. Researching a system that would cost approximately $900. The cost would be split between Head Start and Early Head Start.
* Newell roof work has been completed.

**OHS Items:**

* Marcus discussed the recent call with the Region 8 Office. We received that grant award for the 2016-2017 program year. The conversion of 12 Head Start OLB slots to 4 Early Head Start sites has been approved. We did receive a designation of Chronically Under Enrolled. The Region 8 Office acknowledged the efforts that the agency has taken to address the enrollment issue. The primary reason Head Start was under enrolled last program year was due to the loss of a home visitor in OLB that we were unable to replace. The conversion of slots should remedy the situation. We will be monitoring enrollment throughout the year to ensure we maintain full enrollment and are focusing on recruitment efforts. Marcus praised the efforts of the staff in Lemmon regarding how hard they have worked and how our reputation in the community has greatly improved because of the efforts of staff. This has helped with enrollment efforts in the community. Rena asked how long the Chronically Under Enrolled designation will last, Marcus was not sure and stated he would find out. Marcus also shared that Linda Fiock had stated another one of her programs had a designation of Chronically Under Enrolled and were able to reduce slots significantly without having a reduction in funds. Brad stated it was a good thing that the agency had taken steps to address the enrollment issue by proposing the conversion of slots. During the call with the regional office there was also a discussion regarding the medically underserved status. There will need to be an amendment to the grant application to include a request to serve families under the medically underserved status. Marcus submitted in the original grant application the supporting documentation materials requesting to serve families under the medically underserved status, but it also needs to be added in an amendment in narrative form as well. A discussion regarding KELI radio spots with Janice from OLC Head Start occurred. Marcus has spoken with Janice and she stated they could look at doing a spot together at a future date.

**New Business:**

**Financial Summary Report: July 31, 2016**

* In Head Start we have overspent in supplies and training and technical assistance, but are under in personnel. Currently are about $16,000 under budget. These funds will be spent. In Early Head Start, there are more funds to be expended. We have purchased some playground equipment, computers and will be purchasing a vehicle. New vehicle bids have been sent out. An SF424 was approved to use funds for purchasing a vehicle. The vehicle bids have been coming in higher than originally thought. The agency is looking at trading in three vehicles plus $30,000 for an Expedition. We are looking at putting about $13,500 into the Early Head Start reserve leave account
* In-kind – Finished out the Head Start year at 99.2% of In-kind. Early Head Start is currently at 115% of the required total. For the year, the combined percentage is at 105%.

***Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report***

*Motion made by: Rena Hymans*

*Second by: Jeanine Short*

*Motion carried*

* Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam’s Club

No questions or comments regarding these statements.

***Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam’s Club Card***

*Motion by: Jeanine Short*

*Second by: Rena Short*

*Motion carried*

**Cash Flow Projection Reports (2015-16)**

* Marcus reviewed the Cash Flow Projections. Although currently look underspent, the funds will be allocated prior to the end of the fiscal year. Discussed ways the funds will be spent including new vehicle, playground equipment, leave account, etc.

***Motion to approve the Cash Flow Projection Report for June as presented***

*Motion made by: Rena Hymans*

*Second by: Jeanine Short*

*Motion carried*

**Summary of Operations Report: June 30th, 2016**

* Marcus reviewed the Summary of Operations Report, focusing primarily on Early Head Start. Marcus discussed withdraw and drop rates during the year. These were primarily due to moving, other reasons included getting a job and not having the time for visits. Will continue to monitor withdraw and drop rates throughout the year to see if these change. Current enrollment report is 60 slots at EHS, this will move up to 64 September 1 to reflect the conversion. Current waitlist is primarily over income. Marcus highlighted the socializations which were at 100%. Also, shared the Family Partnership Agreement numbers, these were very positive.
* Home Visit Completion Rates: Lower numbers in Perkins and Butte E are due to having new home visitors. In Perkins, there has been a lag in paperwork being received, but visits are occurring, paperwork is getting completed and she has been doing a lot of recruitment. Butte E’s completion rates are increasing. Also, discussed that the yearly completion percentage rates for some of the EHS rates in Butte county are affected by
* A new home visit observation has been created.
* For developmental screenings, all have been completed during the 45 day deadline.
* Staff are working hard to ensure families are staying current with well-baby checks, immunizations and getting follow-up treatment as needed. There are some children identified as needing further dental treatments. As discussed previously, if a child needs 4 appointments and has only had 3, they will still show up as needing further treatment. Due to children turning 1 year and 2 years, the statistics show an increased number of children now needing lead tests.

***Motion to approve Summary of Operations Report and other Monitoring Reports for June as presented***

*Motion made by: Jeanine Short*

*Second by: Rena Hymans*

*Motion carried*

**Leave Pool Donation:**

* Marcus reviewed the proposed Leave Pool Donation Policy. Per a request from Deborah during a previous board meeting, the policy added a Physician’s Assistant as a medical professional. The Leave Pool would be voluntary for staff to contribute to annually, minimum of 1 day up to a maximum of 5 days. Marcus researched other agency policies regarding leave pools. Only those participating in the pool could utilize it, it could not be used if someone is on worker’s compensation, and there would be a maximum amount an employee could use.

***Motion to approve the Policies, Procedures and Forms listed above***

*Motion made by: Rena Hymans*

*Second by: Jeanine Short*

*Motion carried*

**Agency Leave Reserve Account:**

* Marcus reviewed the proposed Agency Leave Reserve Account policy. This account would be used to provide financial stability for the agency. When an employee leaves the agency they are paid out their accrued leave. This account would ensure the funds would be there if a large number of staff left. The Head Start estimated amount to cover leave is $16,500 and in Early Head Start $13,500.

***Motion to approve the Agency Leave Reserve Policies, Procedures and Forms listed above and to approve the cost allocation of $16,500 to the Head Start Leave Reserve Account and $13,500 to the Early Head Start Leave Reserve Account.***

*Motion made by: Rena Hymans*

*Second by: Jeanine Short*

*Motion carried*

**Resignations & Terminations:** Tammy McDaniel, Courtney Buchholz (Substitute)

* Tammy McDaniel has accepted a position with the Spearfish Chamber of Commerce.
* Courtney Buchholz has accepted a position with the Belle Fourche School District as a special education aide. She will no longer be available as a substitute but will continue to provide some of the nutrition support services.

**Hiring Recommendations: Bison Nutrition, Bison Teacher Assistant**

* Lisa Harperster, Bison Teacher Assistant
* Sarah Lemer, Bison Nutrition Support

**Hiring in Process: Admin Assistant, Floater, EHS HV**

* We have conducted interviews for the Head Start Home Visitor position. An individual is in the process of completing the background checks for this position. Interviews were conducted for the Belle Center Teacher Assistant Floater position today. Further applicants for that position will be recruited. Interviews for the Administrative Assistant Position occurred today and tomorrow. An interview for the new Early Head Start Home Visitor position will be held on Friday, August 26. Further applicants for the teacher assistant floater position are being recruited.

**United Way of the Black Hills – Action Plan**

* Marcus to follow up with other Head Start programs about how they partner with the United Way.
* Jeanine stated she will visit with some co-workers at the bank who are on the Board of the United Way of the Black Hills.
* Marcus recommended discussing during the Board Retreat on September 27th the vision for how to work with the United Way.
* Rena shared that there are multiple child care facilities opening or reopening in Sturgis. She was unsure of the type of educational programs they would be offering.
* United Way grants are awarded during May. They typically receive more applications than they can fund.

**Board Retreat – Set for September 27th**

Nikka is currently going to school and has lab during Thursday nights. Discussed possibly changing the day the board meetings are held or having the meetings start at 6:30 pm rather than at 6:00 pm. Marcus will send an email out to the board members to discuss ways of accommodating Nikka’s schedule.

***Next Meeting Date: September 22nd 5:30 – 7:30 p.m.***