**Meeting Date:** April 15, 2015

**PC Business Meeting:** 12:30 p.m. – 2:30 p.m.

**Place:** BHS: P5 Administrative Office – Belle Fourche, SD

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**Roll Call:** Christel Dodd, Tracey Wendt, Courtney Fischbach, and Stacy Stranberg

(On the phone) Tracy Lynch, Jamie Whirlwind Horse, and Nicole Glines

Quorum Established? Yes

**Seating/Unseating of Reps:** None

**Additions to the Agenda:**

* Christine Parmley, Resignation
* Acceptance of Community Representative

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**Past Minutes:**

* **March 18, 2015 Minutes: Review and Adoption**
* Courtney Fishbach attended the March PC Meeting but was not listed. Please add her.

***Motion to approve Mar. 18, 2015 Minutes as presented with correction***

*Motion made by: Stacey Stranberg*

*Second by: Courtney Fischbach*

*Motion carried*

**Old Business:**

* **TREC Board of Directors Meeting Minutes – March**
* No questions or comments
* **Leadership Team Meeting Minutes** – **April**
* No questions or comments
* Facebook idea was great!
* **2015 Maintenance & Improvements Projects Update: Buffalo Roof, Belle Fourche Center Door, Lemmon and Bison Doors**
* Got a letter back from insurance that will cover the Buffalo roof. We will be moving forward with this.
* Buffalo site – we are taking estimates to knock down a wall for better visibility.
* Belle Center door – we will be adding a crash bar for staff and fire safety.
* Lemmon and Bison Centers – possibly having a camera outside so that the staff can see who is outside the door before opening it, to ensure safety for staff and students. We talked about a peep hole, but we are still in the talking stage with this. Bev will be checking on prices for this.
* **Enrollment Update**
* We have been under enrolled.
* We have been working with the Regional office to discuss this. They commented that we should wait until our Community Assessment is done to guide us in what our enrollment plan should look like in the different areas. We presented an Enrollment Reduction Plan to you in Feb. and will be bringing our new enrollment plan to you when we have it in place.
* **Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**
* Linda was supposed to be requesting child files from us this week and has not notified us yet. This has not been closed out yet. We need to know what the plan is by June 1st.

**New Business:**

* **Financial Summary Report: March, 2015**
* Marcus reviewed
* In-kind – HS deserves a pat on the back! They have brought theirs up a lot. EHS is doing great as well. Program wide we are above where we need to be.
* Full Credit Card Reports, Bank Statements, CANS Report, USDA Saving Acct., Shopko and Sam’s Club Statements

***Motion to approve Financial Summary Reports as presented***

*Motion made by: Tracey Wendt*

*Second by: Tracy Lynch*

*Motion carried*

* **2014-15 Cash Flow Projection Reports**
* Marcus reviewed
* We are under budget in both HS and EHS.
* HS is under budget by: 35,000.00
* EHS is under budget by: 53,000.00
* HS – we have staff positions that have not been filled but were budgeted for.
* EHS – we still have a vehicle to purchase
* We are advertising again for the ASM in Oglala Lakota/Bennett Counties.

***Motion to approve 2014-15 Cash Flow Projection Report***

*Motion made by: Nicole Glines*

*Second by: Stacy Stranberg*

*Motion carried*

* **Form 425s**
* Marcus reviewed

**Motion to approve the Form 425s**

Motion made by: Tracy Wendt

Second by: Nicole Glines

Motion carried

* **Summary of Operations Report: March, 2015**
* Marcus reviewed
* Enrollment – low - We are going to go full steam on recruitment
* A lot of over-income kids on the wait list
* Parent surveys, family strength matrix, and partnership agreements are coming in but we could use more.
* Policy Council membership – we need more. We encourage more Community Representatives as well as PC representatives.
* Home Visit Completion rate – similar to what they were last month. We need to continue working on this. We need to get in the homes to help the families. We will continue to work on this. We will work on strategies this summer to help bring these up.
* Home Visit Observations – coming up. ASMs are getting there
* CLASS formal observations – We have a couple of staff members going to the CLASS training in Pierre.
* GOLD, screenings – We are still 100% on the 45 days
* We had a financial audit in early April with no findings.
* Health Data – looks good – Malynda and Hazel are doing a fantastic job.
* We have plans for enrollment, we are doing some planning around home visits, training our Home Visitors

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

*Motion made by: Stacy Stranberg*

*Second by: Tracey Wendt*

*Motion carried*

* **Policies, Procedures & Forms:**
* None
* **Content Plans of Action:**
* Human Resources – Sent out in packets – changes shown
* Mental Health – We will be doing this one next month.
* Staff Requirements and Program Options – Sent out in packets – changes shown
* When new regulations come out we will need to update again.

***Motion to approve the Content Plans of Action***

*Motion made by: Courtney Fischbach*

*Second by: Nicole Glines*

*Motion carried*

* **Hiring in Process: Melissa Pickle (2nd Interview)**
* Marcus talked about the interviews with Melissa
* She has a lot of knowledge, and a real passion for helping community and families
* We are moving forward with background checks, and the Child Neglect screening
* Marcus will get her resume out to the PC
* We are excited after the 2 interviews
* **Terminations and Resignations –** Christine Parmley
* Her original date was May 8th; she had to move her date forward so she is now finished.

***Motion to accept the resignation of Christine Parmley***

*Motion made by: Tracy Lynch*

*Second by: Nicole Glines*

*Motion carried*

* **OHS Items:**
* None
* **Information Memorandums:** IM-HS-15-02
* FYI – for Native American language programs. An effort to preserve the Native American language. Office of Head Start has sent this out. We do have one little boy in Oglala Lakota County that has a family that speaks only Lakota. We would like to see this implemented next year.
* **Public Comment:**
* None
* **NHSA and SDHSA Reports:**
* We have a Parent Representative for SDHSA – Jamie Whirlwind Horse
* The next SDHSA meeting will be May 14th in Chamberlain
* **Community Assessment**
* Marcus reviewed
* It is done and has everything that is required in it.
* We do need to add page numbers

***Motion to approve the Community Assessment***

*Motion made by: Tracy Wendt*

*Second by: Stacy Stranberg*

*Motion carried*

* **Parent Committee Meeting Reports & Requests**
* Belle Fourche Center and Butte 1 would like to go to Spearfish Fish Hatchery, brunch at Millstone, and the park.

***Motion to approve the Belle Fourche Center and Butte 1 request***

*Motion made by: Courtney Fischbach*

*Second by: Tracey Wendt*

*Motion carried*

* **We have a person interested in being a Community Representative.**
* Her name is Lisa Nelson from the Newell area
* Wanda read her credentials
* If approved she will begin attending the meetings next month.

***Motion to approve Lisa Nelson as one of her Community Rep for Policy Council***

*Motion made by: Nicole Glines*

*Second by: Stacy Stranberg*

*Motion carried*

* **Goals Review and Suggestions**
* In an effort to have PC involved in the goals for the 5 year grant applications, Marcus would like the PC to look at some of the goals and if they have any suggestions to please let him know.
* Marcus will have a rough draft the first or second week in May.
* Tracy suggested a goal to be Reading to your Kid.
* Learning Disabilities was discussed
* **Grant Budget Meeting on 04/07**
* This has been cancelled
* Would anyone from PC be available to attend the Grant Budget Meeting?

***Motion to adjourn the meeting***

*Motion made by: Tracey Wendt*

*Second by: Courtney Fischbach*

*Motion carried*

**Next Meeting Date:**  May 20th, 2015 Time: 12:00-2:30