**Meeting Date:** June 17, 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:** Tracey Wendt, Christel Dodd, Courtney Fischbach, Stacy Stranberg, and Lisa Nelson

**Others attending:** Marcus Bevier, Tammy McDaniel, Wanda Dunn, Cheryl Voorhis, and Melissa Pickle

Quorum Established? Yes

**Additions to the Agenda:**  None

**PC Training:**  None

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**Past Minutes:**

* **May 20th, 2015 Minutes: Review and Adoption**

***Motion to approve May 20, 2015 Minutes as presented***

*Motion made by: Courtney Fischbach*

*Second by: Stacy Stranberg*

*Motion carried*

**Old Business:**

* **TREC Board of Directors Meeting Minutes – May**
* **Leadership Team Meeting Minutes** – **June**
* Marcus reviewed the minutes of the June LT meeting which was handed out at the meeting.
* We are in negotiation on the new building.
* Recruitment is going well over the summer. Oglala Lakota/Bennett Co. will begin their recruitment efforts a little closer to the school year.
* Marcus met with Black Hills State University regarding a possible partnership with them, placing their Sophomore Field students in our centers. He will continue working on this.
* **2015 Maintenance & Improvements Projects Update: Buffalo Roof, Belle Fourche Center Door, Lemmon and Bison Doors**
* Buffalo Roof – We are receiving bids for this project (originally we advertised it in newspapers and didn’t get any bids so we have been notifying individual contractors for bids)
* Belle Center door – We will have to remove crash bar when we move to the new building
* **Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**
* No Update
* Linda has all of the information that she needs, but we have not heard anything at this point in time.

**New Business:**

* **Financial Summary Report: May 31, 2015**
* **Monthly Program Expenses**
* We have spent close to 70% of our budget with a couple of months to go
* **Monthly Admin Expenses**
* We have spent approximately70% of our Admin Expenses at this time
* **In-kind**
* We have finished the Head Start year at 100% in-kind
* EHS in-kind is still coming in, they have a couple more months to reach goal which looks good
* Full Credit Card Reports, Bank Statements, CANS Report, USDA Saving Acct., Shopko and Sam’s Club Statements
* No questions or comments

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

*Motion made by: Tracey Wendt*

*Second by: Courtney Fischbach*

*Motion carried*

* **2014-15 Cash Flow Projection Reports**
* Marcus reviewed
* HS is under budget approximately $89,000.00. Primary reason is personnel.
* It was asked if the budget can be moved to other areas or if it would have to be used in personnel, Marcus stated that it could be moved but it may require a SF424 to move it
* EHS under budget approximately $57,000.00
* Two cars were budgeted for, Marcus filled out the SF424 to move money to get the second vehicle. This will utilize most of the EHS money.
* We have sent bid letters out to local car dealerships for a second vehicle.

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

*Motion made by: Lisa Nelson*

*Second by: Stacey Stranberg*

*Motion carried*

* **Summary of Operations Report: May 31, 2015**
* Enrollment
* Under enrolled in HS, Marcus requested a drop of some slots in the grant application
* EHS was fully enrolled last year
* Wanda explained the enrollment issues in the different areas
* Butte Co is getting quite a few income eligible families
* We have several more drops this year as compared to last year.
* Family Partnerships, Socials, and Family Support
* Parent Surveys have come in well
* Numbers all look good
* Policy Council
* Community Representatives for the Policy Council. Marcus thanked Lisa for joining our group, but reminded everyone that we need to continue looking for Community Reps. from a diverse region. We will be developing a Policy & Procedure to recruit and retain Community Representatives
* Socializations
* Looks good
* Home Visits
* We are taking some concrete steps to improve our numbers in this area
* We are working on how we can more effectively use data to improve our services
* We are collecting data which indicates whether home visits were family or HV cancellations, and including the reason why it was cancelled. We want to substantiate reasons for cancellations
* We will be working on developing resources for Home Visitors so that when we hire new Home Visitors, they have all of the knowledge to be effective in the home.
* Marcus has talked with Michele and Pita in regards to developing some strategies that we can give to our new home visitors
* Numbers look ok, but Marcus wants the best for our kids and families in coming years
* Formal Observations
* Informal and formal observations – there is a question on these. There may need to be some Policy to clarify the confusion on this
* We have never had a clear definition of what the difference was between the formal and informal observations
* The numbers for CLASS formal observations were above what they needed to be
* Classroom Attendance
* This wasn’t bad for the year. Some possible changes may be coming in the new proposed performance standards on how we calculate classroom attendance and maybe gearing it more toward each individual child.
* TS GOLD, ICPs
* Developmental screenings. Individualizations (Cheryl commented that the cluster aggregations and the whole program aggregations are done – she is still working on the individual aggregations)
* GOLD – looks good
* 45 and 90s – This was an area of Noncompliance. We have met these 100% and will continue to do so.
* Disabilities – we are within the threshold on disabilities
* Cheryl commented that the GOLD was a big learning curve last year, this year we are tweaking things and the Home Visitors are learning how to do this well. We have a good packet for them to use.
* ASQSE – Only has to be done once
* Health
* Looks good
* Completed dentals and follow ups ­ - the health people are contacting families as well as medical providers to get these numbers up and get children in for the dentals
* Comparing stats from last year – our numbers look much better.
* We will continue to use our data to do the best that we can do.

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

*Motion made by: Stacy Stranberg*

*Second by: Tracey Wendt*

*Motion carried*

* **Policies, Procedures & Forms:** (expect Social Media Policy next month)
* Updated Leave Form
* This was updated to allow more space for information.
* A table was added so that all of the information for consecutive leave could be put on one form and be more reader friendly
* Home Visit Reschedule Form
* This was updated to allow Jessica to plug information in, which will allow her to keep data on who cancelled the home visit (home visitor or family) and the reason it was cancelled.

***Motion to approve the updated Leave Form and Home Visit Reschedule form***

*Motion made by: Lisa Nelson*

*Second by: Courtney Fischbach*

*Motion carried*

* **Content Plans of Action:**  None
* **Hiring in Process:**
* Melissa Pickle attended the Policy Council meeting and took some time to talk a little about herself
* **Resignations** - None
* **OHS Items:** None
* **Information Memorandums:**
* Webinar: New Performance Standards
* Marcus reviewed some of the changes that will be coming.
* Focusing more on the individual child
* Increased dosage – increasing the day; increasing the number of days;
* **Public Comment:** None
* **NHSA and SDHSA Reports:**
* Region VIII will be in Deadwood – October 2015
* Marcus reported that the South Dakota Head Start Association has decided to host the Region VIII Conference after the state that was supposed to host backed out. It will be held in Deadwood in October of 2015.
* **Parent Committee Meeting Reports & Requests**
* The parents had a discussion regarding their activities in each area. Christel said she felt their activity went very well considering they had to cancel their original plan of going to Spearfish Park and the Fish Hatchery due to rain. They had a movie and snack day at the First Interstate Bank basement. Tracey and Courtney said they had never seen such an awesome turnout of families during their activity of going to the Circus in Rapid City.

***Motion to adjourn the meeting at 2:00 p.m.***

*Motion made by: Tracey Wendt*

*Second by: Lisa Nelson*

*Motion carried*

* Next meeting will be July 15, 2015.