**Meeting Date:** January 19, 2016

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

**Place:** Administration Office Belle Fourche, SD

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**Roll Call:** Courtney Fischbach, Shawn Neal, Lisa Nelson and Laura Holmes (on the phone)

**Others attending:** Marcus Bevier, Tammy McDaniel, Wanda Dunn

**Quorum Established?** Yes

**Additions to the Agenda:**  D1 – D3 (Add Dec. financials) D8-Resignations of Sharon Condon and Sarah Rice; D11 – Addition of PI-1601; Also strike from the agenda “Training, Child Abuse and Neglect (it will happen next month)

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**Seating the New Policy Council Members** - None

**Past Minutes:**

**Nov. 17, 2015 Minutes: Review and Adoption**

* No questions or comments

***Motion to approve Nov. 17, 2015 Minutes as presented***

*Motion made by: Lisa Nelson*

*Second by: Shawn Neal*

*Motion carried*

**Old Business:**

**TREC Board of Directors Meeting Minutes – November and December**

* No questions or comments

**Leadership Team Meeting Minutes** – **November and December**

* No questions or comments

**Maintenance & Improvements Projects Update – Convex Mirrors**

* Marcus commented that to increase visibility in the HS Centers, we have installed convex mirrors. This will improve visibility in the hidden areas of the Lemmon and Belle Fourche centers.
* The Belle Fourche Center back door has a door bell and small window, but it is difficult to hear the doorbell. We are exploring options on what we can do to help parents be able to identify themselves so that they can enter. Possibly an intercom system.
* If there are additional monies at the end of the year we have the following projects in mind: Fascia on the Belle Admin. Building and parking lot improvements to the Belle Admin. building

**Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**

* Marcus spoke with Linda late Dec. but we have not heard anything on this
* Danya International – We will not be monitored this year. We may receive an abbreviated visit in the next year. We will continue to do things like we are doing them now.

**New Business:**

**Financial Summary Report: November and December 31, 2015 – including Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam’s Club, USDA Savings Acct.**

* Marcus reviewed Dec. Financial Report
* Monthly Program Expenses
* HS – 35% of our budget expended
* EHS – Training is a little low – we will expend these funds – Approx. 29% of budget expended
* If there are funds left over, we will use them for needed items or improvements
* Administrative Expenses
* Looking good we are maintaining the 15%
* In-kind – was low in November as well as December
* EHS is down but equivalent to where we were last year
* HS is down – reminder to parents to keep the in kind coming in
* Marcus will remind staff to get the paperwork in on time as well
* Lisa asked what happens if we don’t meet requirements for in kind – Marcus explained that we have never been in this predicament, but we can ask for in kind from HS parents over the summer
* Courtney asked about mileage being used for in kind driving to and from socials, etc. Wanda explained that mileage can only be used if it is over a certain number of miles
* Credit Card and Bank Statements
* Marcus explained that there was a transfer on the statement from Savings to Checking. This involved Principal Insurance debiting our account with our yearly bill which we had not drawn down for. We transferred money from savings to checking to cover this. It was transferred right back into the checking account the following day.

***Motion to approve the Financial Summary Reports, credit card reports, etc. as presented***

*Motion made by: Lisa Nelson*

*Second by: Shawn Neal*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

* Marcus reviewed
* He explained that the EHS side changed the way we were doing our cash flow projections
* We have gotten several checks from our insurance companies for hail damage that we received on vehicles and buildings last summer. This money will be used to fix the newer vehicles and the buildings. The remainder will be used for projects at the end of the year. There are some projects that we will need to do to the Administration building.
* EHS also has a new vehicle which will be purchased this year
* Training monies will also be spent
* HS – Area Service Manager Position in OL/B has been taken out of the budget. We are no longer advertising this position. We will have some discussion this spring as to what to do with this position next year.
* We have added a Center/Nutrition Support person at the Lemmon Center which will use some of this budget.

***Motion to approve the Cash Flow Projection Report***

*Motion made by: Lisa Nelson*

*Second by: Shawn Neal*

*Motion carried*

**Summary of Operations Report: December 31, 2015**

* Marcus reviewed
* Enrollment Reports:
* HS – we are short this month
* EHS – Fully enrolled
* A HS Home Visitor has resigned which has contributed to the low enrollment
* Family Partnership
* Looking good
* Policy Council
* We are short on Policy Council Parent Reps as well as Community Reps.
* If you know of any Community Reps that would be interested in joining the Policy Council, please let us know
* Home Visit Completion Rates
* Home Visits look pretty low again this month
* We have gone back and looked at data and we have found out that:
* A policy change which caused confusion on making up home visits. We will address this at the All Staff on the 29th of Jan.
* Christmas and illness has also been causes of our low home visit numbers
* Formal Observations
* These are coming along
* Classroom Attendance
* Belle 2 was a little low last month due to illness
* GOLD
* DIALS and ASQs –
* We have been perfect on the 45 and 90 day deadlines all year
* Disabilities are above 10% with 3 referrals in process
* Health –
* These look really solid
* Health folks are doing a great job
* They are still working on lead blood tests
* Courtney Fischbach asked about lead blood tests and why professionals aren’t willing to do these
* Marcus explained that our levels are low in this area, and they don’t feel that is worth their time to do a blood draw for the lead blood test, and parents aren’t willing to do a vial either. Our nurses can do the finger poke which also works for us.

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

*Motion made by: Lisa Nelson*

*Second by: Shawn Neal*

*Motion carried*

**Policies, Procedures & Forms:**

* EHS Home Visit Policy (Policy Clarification)
* Marcus reviewed the clarification on minimum home visits and parameters on makeup visits

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

*Motion made by: Laura Holmes*

 *Second by: Lisa Nelson*

 *Motion carried*

Content Plans of Action: None

Hiring Recommendations: None

**Resignations: None**

* Sarah Rice (Perkins EHS HV); Sharon Condon (HS HV)
* Sharon found some work that paid better
* Sarah decided that Head Start was not a good fit for her
* Mary Wilen (Custodial)
* Mary is moving to Rapid City

***Motion to approve the resignations of Sara Rice, Sharon Condon, and Mary Wilen***

*Motion made by: Lisa Nelson*

 *Second by: Shawn Neal*

 *Motion carried*

**Program Aggregation – Fall 2015**

* Marcus reviewed
* We broke it down by our School Readiness goals
* Overall we looked ok, we have some improvement to make in a few areas
* In the Spring assessment we will determine if we made gains or regressed

***Motion to approve the Program Aggregation***

*Motion made by: Lisa Nelson*

 *Second by: Shawn Neal*

 *Motion carried*

**Self-Assessment –Schedule**

* Marcus passed out the schedules and asked if any of the dates work for Policy Council
* Mar. 1st in Belle Fourche – Courtney Fischbach
* Feb. 24th in Lemmon – Shawn Neal
* Feb. 3rd in Buffalo – Lisa Nelson
* Marcus will send out an email on the dates and times of the other self-assessments to find PC members to attend

**Information Memorandums: PI-1601**

* The 425 form that we approve in paper copy is changing. It will be reported in the payment management system online.
* We did have some questions on this and called the Fiscal Specialist in Denver to get it clarified.
* This will not begin this year, but it will next year

Public Comment: None

**SDHSA**

* Lisa reported that she attended this month’s SDHSA meeting in Chamberlain along with Marcus, Tammy, and Wanda. She was also able to attend part of the Policy Council Networking. She enjoyed it and felt that she benefitted from the networking, as well as the board meeting. Due to Stephanie Smithpeters resigning from the SDHSA board as the parent representative, we are looking for another parent to attend the SDHSA meetings in Chamberlain every other month.

**Parent Committee Meeting Reports & Requests**

* HS parent committees need to be discussing their requests for this year. You only have a couple of months to go

***Motion to adjourn meeting***

*Motion made by: Lisa Nelson*

 *Second by: Shawn Neal*

 *Motion carried*

Meeting adjourned at 1:45

Next meeting will be February 16, 2016