**Meeting Date:** February 23, 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, Jessica Carr, Shaun Neal, Lisa Nelson

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

**Quorum Established?** Yes

**Additions to the Agenda:**

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**Training: Child Abuse and Neglect** – Rebecka Funk

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

**Past Minutes:**

**Jan. 19th, 2016 Minutes: Review and Adoption**

* No questions or comments

***Motion to approve Jan. 19th, 2016 Minutes as presented***

*Motion made by: Lisa Nelson*

*Second by: Shaun Neal*

*Motion carried*

**Old Business:**

**TREC Board of Directors Meeting Minutes – January**

* No questions or comments

**Leadership Team Meeting Minutes** – **January**

* No questions or comments

**Maintenance & Improvements Projects Update – Upcoming Projects (Belle Admin)**

* Two of the projects that we are considering if the funds are available.
* Fascia on the Belle Admin. Building - Due to high winds, the fascia has come loose. We have insurance money that we can use towards it, but we may have to do a Form 424 to move money around to take care of this. It is a safety hazard.
* Parking lot improvements at the Belle Admin. Office building
* We will have a contractor come in to look at these projects and give us an estimate.

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

* Current Status – Files Submitted
* Marcus sent some new items to Linda Fiock including, PC and Board minutes and some child files. We haven’t heard anything back, Marcus emailed Linda, and she said the 29th she will be back in the office and will be working on it then.

**New Business:**

**Financial Summary Report: January 31st, 2016 – including Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam’s Club, USDA Savings Acct.**

* Marcus reviewed Jan. Financial Summary Report
* Monthly Program Expenses
* Head Start - We are over the ½ way point and have used ½ of our budget; travel has been fairly low; personnel and benefits is where most of our budget goes
* Early Head Start – Looking good; we have more program year to go in EHS
* Training and TA
* We have spent more on Head Start side
* Most of our training have been done In-House
* We will be looking into sending Melissa Pickle to become recertified as a trainer in ASQ/SE.
* We have a few people doing their CDAs right now.
* Administrative Expenses –Looks good. We are not in danger of exceeding the 15% that is the threshold.
* In-kind - In-kind is way up in HS this month. EHS we have a little ground to make up. Marcus reminded parents to be sure to turn in your in-kind sheets. He asked the Policy Council members to please remind parents at the Parent Meetings how important in-kind is, not only for the budget but for the benefit of the child as well. In-kind helps develop relationships with you and your kids. Keep up the good work, and keep pressing forward with this.
* Credit Card and Bank Statements
* We are keeping the credit cards manageable. This month pretty low.
* No questions or comments regarding the bank statements and all other reports

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

*Motion made by: Lisa Nelson*

*Second by: Christel Dodd*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

* Head Start is projecting around $26,000 under; much of this is due to wages. We have lost a home visitor in OL/B which we are advertising for, but have not found a qualified applicant. We also pulled the advertisement for the ASM in OL/B; but added a person in Lemmon, this resulted in less money out the budget due to the difference of wages and benefits between the ASM position and position in Lemmon.
* Child Food Social Center – This is misleading. We do get reimbursed for the child food from CANS. This will actually end of up evening out.
* Early Head Start is projecting around $58,000 under. We do have vehicles which will need to be repaired because of hail damage. The income shows the insurance, but this will dwindle when we get them fixed. Some of the extra money will be used to fix the Belle Admin. Building. We may also get a new vehicle and trade some of the higher mileage vehicles.

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

*Motion made by: Shaun Neal*

*Second by: Jessica Carr*

*Motion carried*

**Summary of Operations Report: January 31, 2016**

* Marcus reviewed
* Enrollment Reports: Enrollment is low due to having one home visitor position missing in the Oglala Lakota/Bennett Counties.
* Family Partnership – Looking good
* Policy Council We have some open spots on Policy Council. We do need Community Reps. If you know of anyone that would like to be a Community Rep. please let Marcus know.
* Socials – Have been good
* Home Visit Completion Rates – They came up this month. It will take longer for the yearly average to come up. Head Start is at 77 % and Early Head Start is at 79%. We are working on getting into the homes in those areas that are low.
* Formal Observations Getting ready for round 2. Results will give the teacher an idea of what areas need improvement and what area they are doing well. CLASS is one of the main factors that cause recompetition so it is very important
* Observations for Home Visits – coming in
* Classroom Attendance – Overall attendance has been good
* GOLD – We are at our Winter Checkpoint, we will be pulling data to work on our Aggregation.
* ICPs – Just starting these, they are due on the 26th
* DIALS and ASQs – 45 day requirements are all still at 100% as well as the 90 day requirements.
* Health – Malynda reviewed
* We still have 16 dentals due for Head Start, 8 children need dental treatments. Malynda reminded the Policy Council members to go back to the socials and parent meetings and remind parents that these dental need to get done. It is so important not only for our requirements but more importantly for the children
* Lead Blood tests - we have 6 to get done in Head Start. Early Head Start need to be done no later than the end of March
* Jackson Dental in Belle Fourche still does free dental screenings for Head Start kids
* Dental bus will be coming to Newell and Belle Fourche
* Remind parents to get the kiddos in to the dentist at 1 year of age, to get them used to the dental chair

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

*Motion made by: Christel Dodd*

*Second by: Lisa Nelson*

*Motion carried*

**Policies, Procedures & Forms:**

* Employee Call-In Policy
* Personnel manual currently states that employees are required to call in by 7:30 a.m. if they are going to be gone. With our Center based employees this is problematic due to having to find someone to cover for them on short notice. We have changed the policy to reflect a 6:30 a.m. call in time.

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

*Motion made by: Christel Dodd*

 *Second by: Shaun Neal*

 *Motion carried*

**Content Plans of Action: Updates**

Family Community Partnerships, ERSEA

* There were no real changes. The required number of Center based Socials was changed from 8 socials to 6 socials.

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

*Motion made by: Lisa Nelson*

 *Second by: Jessica Carr*

 *Motion carried*

**ERSEA Application**

* Not a lot of changes
* Wanda reviewed the minor changes
* On the back of the questionnaire there is a spot for who did the interview
* Income guidelines did not go up at all

***Motion to approve the ERSEA Application***

*Motion made by: Lisa Nelson*

 *Second by: Christel Dodd*

 *Motion carried*

Hiring Recommendations: None

Resignations: None

**Federal Poverty Guidelines – 2016**

* Marcus commented that there have been no significant changes on the guidelines.

**Self-Assessment –Schedule**

* We have three left. We rescheduled the Self-Assessment which will be held in Kyle for Mar. 16th; we currently looking for a board member to attend. We will have a Self-Assessment in Lemmon on Mar. 24th at 3:00, Shaun will be doing this one for Policy Council and Rena Hymans will be there for the board
* Belle Office – Finance, Transportation, Facilities, and Human Resources Self-Assessments are scheduled for Mar. 1st from 10-2: Courtney Fischbach will be sitting in on these for Policy Council. That will wrap up the Self-Assessments.

Information Memorandums: None

Public Comment: None

Parent Committee Meeting Reports & Requests - None

***Motion to adjourn meeting***

*Motion made by: Lisa Nelson*

 *Second by: Christel Dodd*

 *Motion carried*

Meeting adjourned at 2:15 p.m.

Next meeting will be February 16, 2016