**Meeting Date:** July 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, Amanda Yung, and Lisa Nelson

**Others attending:** Marcus Bevier, Tammy McDaniel and Melissa Pickle

**Quorum Established?**

**Additions to the Agenda:**  None

**Training:** None

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

**Past Minutes:**

**June 28, 2016 Minutes: Review and Adoption**

* Lisa Nelson asked about the Executive Session that was in the minutes. Marcus told her he would meet with her after the meeting to discuss it.

***Motion to approve June 28,2016 Minutes as presented***

*Motion made by: Amanda Yung*

*Second by: Lisa Nelson*

*Motion carried*

**Old Business:**

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

* No meeting in June

**Leadership Team Meeting Minutes** – **June**

* No questions or comments

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

* We are getting ready to work on all of the projects
* Newell issue – We had some water get into the crawl space at the Newell building. There are currently 2 sump pumps in the crawl space but evidently not getting power. We had Jack Gustafson go in and pump out the water, and we’ll be getting an electrician to check out the power to the sump pumps.
* Belle Center: Bev is researching an intercom system for the Belle Center. This is for security - to ensure that we know who is coming in before we unlock the door.

**Federal Monitoring Protocol Review: On OHS desk for signature**

* Current Status – Files Submitted
* Marcus spoke with Linda Fiock last week, and it is finished, just waiting on a signature.

**New Business:**

**Financial Summary Report: June 30th, 2016**

* Marcus reviewed the May Financial Summary Report
* Head Start –
* We have approximately $17,000 left over projected. Most of it is tied up in salary and fringe benefits. We will gain ground with Malynda and Hazel leaving.
* Supplies, training and TA will also get spent.
* Training and Technical Assistance – We’ve spent approximately $9000.00 so far.
* Early Head Start –
* We have got some spending to do. We are waiting on a vehicle approval. We will be replacing the Expedition which will run around $30,000.
* We ordered new materials from Parents as Teachers home-based curriculum.
* Materials to work with Teen Parents. We might possibly have them come to train staff on this curriculum.
* We also purchased a Young Parents Group training materials as well as, Nutrition and Fitness materials.
* We will have training for Home Visitors that are working with Prenatal Moms on this curriculum.
* Melissa reported on other training materials that were ordered.
* We have replaced VHS Trainings with DVDs in Health.
* We purchased the SPOT machine for Health Vision Screenings.
* Ruth Adams will be going to ASQ and ASQ-SE training of trainers, so that she can come back and train staff on these.
* Added home visitor in Perkins Co.
* August 31st will be the end of fiscal year; we will get the money spent by then.
* In-kind –
* Down month for HS. We still have some coming in.
* EHS had a great month.
* We are at 105% of our total.

***Motion to approve the Financial Summary Report as presented***

*Motion made by: Lisa Nelson*

*Second by: Amanda Yung*

*Motion carried*

**Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam’s Club, USDA Savings Acct.**

* Marcus reviewed
* Credit Card transactions were fairly high again due to ordering supplies.
* CANS reimbursements are way down for the summer months.
* No questions or comments

***Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented***

*Motion made by: Jessica Carr*

*Second by: Shawn Neal*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

* Marcus reviewed the Cash Flow Projection Reports
* Head Start – 17,000.00 under budget
* We will be opening our Escrow account to put leave balances and carry from year to year
* Early Head Start – Under budget approximately 53,000.00.
* Waiting on the SF424 to get vehicle for approximately $30,000. We will be trading in the Expedition.
* New shed for Lemmon.
* Education Supplies mentioned above

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

*Motion made by: Lisa Nelson*

*Second by: Amanda Yung*

*Motion carried*

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

* Enrollment Reports: Little under-enrolled. We were at 93% last month. EHS drops have come up. Waiting list is mainly over-income.
* Family Partnership – Coming in great
* Policy Council - Could use more community representatives.
* Socials – 99 out of 100 (Excellent)
* Home Visit Completion Rates –
* Head Start had a heck of a year for Home Visits.
* Early Head Start is sitting at 73% total
* Perkins total is down due to one of our HV leaving and adding a new HV.
* Some of the Butte families were in a cluster that lost their home visitor as well. Our new home visitor in Butte Co. is working very hard to bring those numbers up. Summer is very hard to get into the homes. Rural communities where agriculture is prevalent, the farmers and ranchers are very busy during the summer.
* Inconsistent visits – due to family.
* We don’t want to drop the families because this is a seasonal deal.
* Formal Observations
* Classroom Attendance
* GOLD/ICPs - Good
* DIALS and ASQs – We have been perfect with 45s and 90s all year. We have one referral in process.
* Health –
* Dental follow-ups (Malynda got the last one in at OL/B)
* 12 month leads dropped a little due to several children turning one year old.
* 80% on 24 month lead blood test.
* Immunes up to date – 100%
* Health stats look really good.

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

*Motion made by: Amanda Yung*

*Second by: Lisa Nelson*

*Motion carried*

**Professional Development Plan**

* Marcus reviewed the newly revised Professional Development Plan which is three fold: The Required, The Individualized and the Personally Driven
* Historical Data Analysis to determine Initial PD Needs
* Needs-Assessment Supervisor and Staff Reflection on Current skillset, what your good at; where there are opportunities to grow
* Menu of Options based on the Needs Assessment and Self-Choice
* PD Planning Form- Marcus reviewed

***Motion to approve the Professional Development Plan***

 *Motion made by: Jessica Carr*

 *Second by: Shawn Neal*

 *Motion carried*

**Policies, Procedures and Forms**

* Melissa explained that in looking at all of the Policies and Procedures that we have, she found that there were duplicates and policies that could be combined. We have a Program Services Binder for our Direct Service Staff and we are going to make it a more useful tool. We met as a group and decided to make the Policies and Procedures more efficient. Some of these are 3 or 4 different policies that are combined into 1. She also wrote a Guiding Principles document that explains what we do and why we do it. Making sure that the Policies and Procedures match the Performance Standards.
* Policies and Procedures (Revised)
* Child Guidance / Behavior Management Policy and Procedure
* Developmental Screenings Policy and Procedure>
* Curriculum Policy and Procedure>
* Home-Based Option Policy and Procedure>
* Individualization Policy and Procedure>
* Lesson Planning Policy and Procedure>
* Prenatal Services Policy and Procedure>
* Attendance Policy and Procedure
* Staffing Policy and Procedure
* ERSEA Policy and Procedure
* Transitioning Head Start Children Policy and Procedure
* Forms
* Mental Health Classroom Observation - Revised
* Mental Health Social Observation - Revised
* ERSEA Application - Revised
* Center-based Lesson Plan for Home Visit - New
* Center-based Lesson Plan for Parent Teacher Conference – New
* Home Visit Observation Form - New
* Guiding Documents - New
* Home-Based Implementation
* Approach and Philosophy
* Mental Health Roles & Responsibilities

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

 *Motion made by: Lisa Nelson*

 *Second by: Amanda Yung*

 *Motion carried*

**Belle Fourche Fascia Project Expenditure**

* Marcus reported that we have received one bid letter back from Am Wall EIFS Stucco who bid 17,414.00. We will wait a short time and if we do not receive any more we will go with them. Marcus is asking for a flat 20,000.00 for the project so that there is a cushion in case something comes up that was not in the itemized bid.

***Motion to approve the Expenditure of $20,000.00 for the Belle Fourche Fascia Project***

 *Motion made by: Amanda Yung*

 *Second by: Jessica Carr*

 *Motion carried*

**Agency Values Committee**

* Marcus explained that as an agency we have a mission statement as well as a vision statement and we have certain informal values that we abide by as an organization. A lot of non-profits adopt Values Statements. The approach to leadership that he takes is the Values Based Approach. If you have folks on board who are not aligned with your values, then they don’t belong there, and the folks that are aligned with your values are nurtured and you expect a ton from them. You work together to uphold those values.
* He will be putting together a Values Committee. He will be recruiting a couple of PC members to be on the committee. We will identify some relevant values statements that our organization is going to hold ourselves to.
* He would like to make this a formal document.

**Resignations and Terminations:** Hazel Vilhauer

* Marcus sent out an email regarding this topic.
* Marcus reported that after accepting the Health, Safety Specialist position, Hazel Vilhauer has decided to resign and pursue something that is more related to practical nursing.
* We are in the process of hiring for this position

***Motion to approve the resignation of Hazel Vilhauer as Health, Nutrition Safety Specialist***

 *Motion made by: Jessica Carr*

 *Second by: Amanda Yung*

 *Motion carried*

**Hiring Recommendations: Cheri Butsavage (Bison Teacher)**

* Marcus reported that the hiring committee has interviewed, and is recommending the hire of Cheri Butsavage for the Bison Teacher.
* Cheri is technically not qualified for this position, but Marcus reviewed Cheri’s qualifications to the Policy Council. Melissa also commented that she is not concerned about Cheri’s skill set, and stated that we will be enrolling her in some on line classes. We will be offering her the position if the Policy Council approves the recommendation and we will apply for a waiver from the Regional Office if the hire is approved.
* Lisa Nelson asked about her education qualifications. Marcus commented that you don’t have to be a certified teacher in Head Start. Melissa explained that Cheri does have a CDA. She explained that the standards say that you have to have an AA or a Bachler’s in Early Childhood but you don’t technically have to be certified. We can get a waiver - if you have no qualified applicants in the remote areas - for three years in order to make her qualified.
* Marcus commented that we advertised for 30 days and got no other applications or phone calls for this position.
* We have applications out for the Assistant Teacher and have received some back. One is fairly well qualified; possibly Early Childhood degree, but we could possibly implement a co-teaching model.
* Marcus commented that if our business is families then we need to take care of OUR families.

***Motion to accept the recommendation of the Hiring Committee to hire Cheri Butsavage as Bison Teacher***

 *Motion made by: Amanda Yung*

 *Second by: Lisa Nelson*

 *Motion carried*

* **Hiring in Process: HNS Specialist**
* We are advertising for the Health, Nutrition, Safety Specialist and the Coordinator. We interviewed a gal, Misty Wilber, who is a medical assistant. She is not a nurse, but we are not required to have a nurse on staff. The Lead test is the only thing that they would need a nurse for, and there has been discussion about contracting out for this. Her interview went well; she is on to the next stage. We have also received applications for the Health Coordinator position.
* We advertised for an EHS Home Visitor in Butte Co. contingent on grant approval. We have enough kids in Butte Co. We would move our caseloads down to 10. If someone leaves, we can shift our kids. If our conversion is approved, we will hire for this position.
* **Spring Aggregation**
* Melissa reviewed the Aggregation. We do it 3 times per year. For the most part we grew. Melissa explained some of the difficulties that we encounter when grading those students that turn 3 between winter and spring, and what the EHS expectations are as opposed to the HS expectations. She will be working on a way to do this more effectively. In terms of School Readiness – we did grow.

***Motion to approve the Spring Aggregation***

 ***Motion made by: Amanda Yung***

 ***Second by: Lisa Nelson***

 ***Motion carried***

***Motion to adjourn meeting at 2:30 pm***

*Motion made by: Amanda Yung*

 *Second by: Lisa Nelson*

 *Motion carried*

*Next PC meeting date is scheduled for August 16th, 2016 (Lisa and Courtney will not be able to be here on that day) we will move the date to* ***August 25th.***