**Meeting Date:** September 20th, 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, Amanda Yung, Lisa Nelson (via phone), Marcus Bevier, Wanda Dunn, Melissa Pickle

**Others attending:**

**Quorum Established?**: Yes

**Additions to the Agenda:**  None

**Training:** None

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

**Past Minutes:**

**August 25th, 2016 Minutes: Review and Adoption**

* Minutes approved and adopted.

***Motion to approve August 25th,2016 Minutes as presented***

*Motion made by:* Amanda Yung

*Second by:* Lisa Nelson

*Motion carried*

**Old Business:**

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

* No questions regarding the minutes. Marcus shared there will be a Board retreat on September 27th, additional programs in addition to Head Start/Early Head Start will be discussed at that meeting. Currently recruiting for the board of directors, one individual is interested but there may be a potential conflict of interest.

**Leadership Team Meeting Minutes** – **August**

* No questions regarding the minutes.

**Maintenance & Improvements Projects Update – Upcoming Projects (Buffalo Basement)**

* Work on the Buffalo basement began on Monday, September 19th and should be completed by Thursday, September 23rd.
* Will be installing an intercom system at the Belle Fourche Center within the next month or so. There will be wiring involved.

**New Business:**

**Financial Summary Report: August 31st, 2016**

* Marcus reviewed the August Financial Summary Report
* Head Start – Spent 96% of the grant funds to date. There are still bills outstanding and will be utilizing some funds for the leave account. We plan on having all of the funds spent.
* Training and Technical Assistance – These funds were spent in full.
* Early Head Start – Spent 88.5% of the grant funds to date. However, there are still significant bills coming in and will be utilizing funds for the leave account. We plan on having all of the funds spent.
* In-kind – Head Start 99.6% and Early Head Start 116.3%, 107% of goal program wide.
* Other – Administrative costs are very close to the allowable threshold, but should still be ok.

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

*Motion made by: Amanda Yung*

*Second by: Lisa Nelson*

*Motion carried*

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

* Marcus reviewed the statements. Due to the lack of activity in August, there were $0 reimbursement for CANS. Melissa Pickle’s credit card had some fraudulent charges so the card was destroyed and a new one was issued. A fraud report was made. Credit card statements were higher than typical due to spending down the grant.

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

*Motion made by: Lisa Nelson*

*Second by: Amanda Yung*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

* There are no cash flow projections for this month due to being the end of the grant year. No action is required at this time.

**Summary of Operations Report: August 31st, 2016**

* Enrollment Reports: Change in slots due to the conversion of 12 slots in OLB Head Start to 4 EHS slots in Butte County. Working on filling on all slots for the upcoming year. In the 2015-2016, there were 35 drops. Many of these were due to families moving.
* Family Partnership – These went very well for the year.
* Policy Council – Would like to find more community representatives and parent representatives from Early Head Start.
* Socials – 100% completed. Attendance at socials was low for the program year.
* Home Visit Completion Rates – For Early Head Start, finished lower than would have liked. This was due largely to turn over rates in staff. There have also been some families that have been challenging to get into. For this year, we are getting creative with how we assign families to home visitors. For example, we have some Harding County home visitors who will be conducting visits with families in northern Butte County.
* Formal Observations - 9 out of 12 home visit observations documented, but more were completed in actuality. For group socializations 141% observations were completed.
* GOLD/ICPs – Reviewed
* DIALS and ASQs – 100% completed.
* Health – These numbers haven’t changed much since the previous report. Lead number changes are due primarily to children to turning one year and two years of age which is when those are required. Immunizations look very good with a very small number needing to be completed.
* IEP/IFSP – Percentages were above the required 10%, expect those to be high again this year.

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

*Motion made by: Amanda Yung*

*Second by: Lisa Nelson*

*Motion carried*

**Agency Values Committee:**

* No movement on this item at this time.

**Office of Head Start New Performance Standards:**

* On September 6, 2016 the Office of Head Start released the updated Performance Standards. Many of the new performance standards will be fully in effect by November 7, 2016. Some of the items in the new standards have different effective dates including longer duration hours in Head Start. We will be breaking out the standards by areas and updating our content plans of action to align with the new standards and make changes to policies and procedures as needed. With the new standards, the monitoring schedule will be altered so we most likely will not be having a Health and Safety review this year, but likely will have a CLASS Review.

**Annual Report – 2015 – 16**

* Marcus provided highlights to the 2015 TREC Badlands Head Start: Annual Report. Much of the funding information stayed the same, the CACFP/CANS numbers did change due to starting a second classroom in Belle Fourche. The information regarding the final financial numbers for 2015-2016 will be updated when numbers are finalized. Reviewed the enrollment figures for the year. Discussed the OHS monitoring schedule and fiscal audit results. In July of 2016 all aspects of the previous monitoring findings were closed. We are anticipating that we will receive a CLASS Review from OHS this year. Melissa and Marcus are researching the possibility of working with an independent consultant to assist with increasing CLASS scores. Reviewed child health information, parent interest statistics, staff qualifications, 5 year grant goals and school readiness goals. Significant improvements were seen in mathematics and literacy, but improvements were seen across the board. Marcus shared that we do continue to work on reducing staff turn-over and cultivating a positive working environment.

***Motion to approve Annual Report with an update regarding the financial information and parent statistics.***

*Motion made by: Amanda Yung*

*Second by: Lisa Nelson*

*Motion carried*

**Resignations and Terminations:**

* None to report.

**Hiring Recommendations: Kellie Kephart**

* Marcus shared the reference checks regarding Ms. Kephart for the EHS Home Visitor position, these were very positive.

***Motion to accept the recommendation of the Hiring Committee to hire***

*Motion made by: Lisa Nelson*

*Second by: Amanda Yung*

*Motion carried*

* + The vote was unanimous to hire Kellie Kephart as the EHS Home Visitor.

* **Hiring in Process: Administrative Assistant, Center-Based Floater**
  + Jessica Carmichael interviewed for the Administrative Assistant position. She has returned the drug testing and background check information. We should be receiving the results soon and based on those will be coming back to Policy Council for a vote.
  + Interviewed a person on Friday, September 13. The individual interviewed well, has an AA degree in Criminal Justice. She has been drug tested and completed the background check, we are awaiting the results.

***Motion to adjourn meeting at 1:50 pm***

*Motion made by: Lisa Nelson*

*Second by: Amanda Yung*

*Motion carried*

*Next PC meeting date is scheduled for* ***October 18th*** *which will include the training for new members.*