

TREC BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: March 19, 2015
Board Business Mtg.: 5:30 p.m. to 7:30 p.m.
Place: Belle Fourche Administration Bldg.
Telephone Number: 605-723-8837

Roll Call

- **Members Attending:** Brad Brunner, Nika Avalos, Janine Short (by phone)
- **Members Absent:** Rena Hymans and Deborah Bordeaux
- **Quorum Established?** Yes
- **Non-Members attending:** Marcus Bevier, Tammy McDaniel, Wanda Dunn and Dorothy Richards

Business meeting began: 6:00 p.m.

Training:

- None

Additions to Agenda:

- None

TREC Business:

- BOD Roster & New Member Recruitment
 - No update

Team Communication

- PC Minutes – February
- LT Minutes – February
 - No questions or comments

Consent Agenda

- February 19, 2015 BOD Minutes: Review and Adoption
- Policies, Procedures & Forms – None
- Content Plans of Action
 - ERSEA
 - Family and Community Partnership (2)
 - Health, Safety, and Nutrition (3)

Motion to approve the Consent Agendas as presented

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

TREC BOARD OF DIRECTORS

MEETING MINUTES

Continuing Business:

- Website Development Contract – Digital Designs Update – Website preview and approval
 - Tammy presented the Website to the board that was in attendance. She will send out a preview link to the board members that were not in attendance.
 - The board was impressed with the content and the appearance of the Website.

Motion to approve the Website as presented

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

- 2015 Maintenance & Improvement Projects Update – Buffalo roof, Belle Fourche Office – No update
- Enrollment Update
 - We had a meeting with Region VIII last week. Presented the enrollment plan to them. Consensus was the 10% was ok, but we need to be thoughtful in our approach to moving slots. Look at Community Needs Assessment and move slots based on that information. We will be moving 8 from S/B, and moving as appropriate in our Northern areas. An enrollment plan will be due when we have finished the Community Needs Assessment. We need to watch our enrollment and keep it up.
 - As we get applications in and we see where the need is, we will act accordingly. We need to go along with the Community Assessment.
 - Brad asked about Lead/Deadwood's need for services now that YFS has moved out. He wondered if this is something that maybe we should investigate. Marcus commented that they are not allowing programs to share services any more.
 - Marcus will contact Vicki Lowery to discuss.
- **Federal Monitoring Review Corrective Action Plan to Address Noncompliances**
 - Interviews – No updates (Linda is supposed to be requesting Child Files)
 - Brad thought they appear to be satisfied in Denver.

New Business:

- **Financial Summary Report: February 28, 2015**
 - We are at 50% of HS and 43% of EHS spent so far
 - Admin. Expenses – looks good 43% of Admin. Costs for the grant year.
 - In-kind revenues – HS was up; EHS is above expected; total program – 95% of expected. A lot better shape than last year.
 - Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club

TREC BOARD OF DIRECTORS

MEETING MINUTES

Motion to approve Financial Summary Report as presented including other reports

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

• **2014-15 Cash Flow Projection Reports**

- HS – \$4000 over budget (still missing 3-4 positions that haven't been filled but were in budget)
- EHS- Has excess because of request for 2 vehicles.
- Marcus commented that we are talking about re-shingling the Buffalo roof, doing some work on a wall in the Buffalo site, having some work done on the Belle Admin. roof and possibly purchasing a second vehicle, so we shouldn't have to worry about spending the excess money.

Motion to approve the 2014-15 Cash Flow Projection Report as presented

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

• **Summary of Operations Report: February 28, 2015**

- Enrollment: HS is not fully enrolled. We have been pushing recruitment, developing comprehensive plans around recruitment. EHS is nearly full.
 - Discussion on possibly remarketing ourselves – redo brochure explaining what we do for families and children.
 - Set out brochures in centers, send them out with home visitors, put them in dental offices, etc.
- Community Reps – we have one possible Community Rep at this time
- Home Visit Completion Rates: Still struggling in a couple of clusters. Better than they were 3 months ago. Marcus is keeping in contact on a daily basis. EHS HVs overall – looks pretty good but room to grow.
- Formal observations for HVs: There was some confusion; ASMs are going to be working on these with the current form.
- Classroom attendance: Monthly a little low. Sickness is a major factor. Yearly we are above 85% in every area.
- TS GOLD; ICPs – Looks Good
- ASQs – Everything completed within 45 days.
- Home Visit Dashboard
 - We just need to keep doing what we are doing. Brad feels the numbers are better than they were in previous years.
- Brad asked about the socials in Butte Co. Size of the Social Site is becoming an issue at certain times. He wondered if we should pursue looking for an alternate site, probably not a reality for this year, but next year. Tracy Wendt checked into this and checked on the school media room. She was told that we could use this free of charge if we needed it for an alternate site. Dorothy commented that there is a line, and they should not combine all socials. If combining socials increases

TREC BOARD OF DIRECTORS

MEETING MINUTES

attendance, Brad thought it would be a good idea to have them combined. This will be looked at a little closer for next year.

- Cheryl completed the Aggregation.
- Health stats are looking good. Spring heights and weights and Lead blood screenings need to be done. Mar. 31st is due date, no exceptions.

Motion to approve Summary of Operations Report and other Monitoring Reports

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

- Resignations & Terminations: None
- Hiring Recommendations:
- **Hiring in Process:**
 - FYI – we have advertised Cheryl Voorhis’s position – Education & Disabilities Specialist.
 - We have gotten an application from an applicant that looks very strong on paper.
 - She has a Masters in Early Childhood plus 20 years’ experience. Well worth interviewing. PC is available on Mar. 24th after 3:00 p.m. We need a board member to be on the interview as well. Janine will be here for Self-Assessment so she can stay for the interview.
- Information Memorandums: None
- Public Comment Period:
- Self-Assessment Reminder
 - Marcus has sent out reminders for all Self-Assessments
 - We need a board member for the Mental Health Self-Assessment on the 21st – Marcus will check with Janine
- Community Assessment Progress
 - Marcus has rewritten the Community Assessment. It is coming along well. It should be completed by next week, and will present it by board at April’s meeting. It is down to 26 pages. He has followed the regulations to a tee.
- Grant Schedule
 - Marcus will send out a schedule. Mid to late April we will get together to work on the grant. Those included in this meeting will be: Marcus, Dorothy, Bev, a PC member, and Board. We will talk at the April LT meeting, but will set up additional times to talk more.

TREC BOARD OF DIRECTORS

MEETING MINUTES

- Report on Region VIII Training
 - Marcus, Brad, Dorothy, and Wanda attended this training in Denver.
 - The training offered a lot of direction in how to proceed with the five year grant.
 - How to set goals which will be taken from the Assessments.
 - What we plan to achieve, specific focuses, exercise some of our strengths.
 - It was a very valuable training on the Five Year Grant.
- 2015-16 Recruitment Plan
 - Application process – Wanda already reviewed
- Data Aggregation (Programs and Clusters)
 - Cheryl was not available to review the data aggregation.
 - Discussion on the format of the graphing
 - We meet expectations in all of the areas but we are in one of the lowest core tiles.
 - We need to look at the clusters to see what the issue is to show more growth.
 - Brad suggested that we table this until Cheryl has the opportunity to be here to review.
- Yearly Application Process – Application has not changed but Wanda would like input from the board on the Point System on the application. The applications currently give preference points to the child if they are 4 years old. Because Head Start is moving in the direction of Early Childhood, Wanda wondered if we should just take out the preference points for age. The Policy Council voted to take away preference points for age of child. The TREC Board agreed with the PC decision and approved the Application Procedure with changes Wanda reviewed.

Motion to approve the Application Process as presented by Wanda Dunn

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

- Meeting adjourned at 7:15 p.m.

Next Meeting Date: April 16, 2015 -5:30 – 7:30 p.m.