**Meeting Date:** October 20th, 2016

**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, Janine Short, and Rena Hymans

**Members Absent:** Deborah Bordeaux, and Nika Avalos

**Quorum Established?** Yes

**Non-Members attending:** Marcus Bevier, Dorothy Richards, Jessica Carmichael, Melissa Pickle

**Business meeting began:** 6:19 PM

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**Training:** None

**Additions to Agenda:**

**TREC Business:**

**BOD Roster & New Member Recruitment**

* Tim Potts – Neither Brad Brunner nor Marcus Bevier have talked to Tim lately. Marcus has leads on two other potential board members. Brad Brunner suggested Malynda Wolf may be a possibility. Someone with a birth to three year old education background may be helpful. Marcus commented that the Regional office cannot always give a definitive answer.

**Team Communication**

**PC Minutes – September**

**LT Minutes – September**

**Consent Agenda**

**September 27, 2016 BOD Minutes:** Review and Adoption

*Motion made by:Rena Hymans*

*Second by: Janine Short*

*Motion carried*

**Old Business:**

**Maintenance & Improvement Projects – 2016**

* Belle Fourche center has an intercom system. It does not have video, but it at least allows for communication
* Upcoming Projects (Lemmon Playground) It will not fit into the schedule and budget this year. A slide will be installed next year into the playground. It will be for Head Start and Early Head Start. We will be doing the reserve account.

**OHS Items: HSPPS Implementation**

**New Business:**

**Financial Summary Report: September 30, 2016**

September was split between the old and new grant year. It caused personnel costs to be low. Mortgages, insurance, and contractual are paid yearly at the beginning of the grant year for many of the bills. Admin costs is outlined by Head Start for the budgeted amount. There may be some adjustments as Dorothy finishes splitting specific areas. Admin costs is centered around the Belle Admin Building, Marcus, Dorothy, and Beverly. In-kind was over $9,000 for Head Start. Early Head Start was low. Being the first month, the in kind was low as it was not a full 4 week, and parents may not understand how important it was. In kind hit about 25% of the total.

***Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report***

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

* Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam’s Club

Credit card statement was lower this month. There was a fraud issue on Melissa Pickle’s card.

***Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam’s Club Card***

*Motion by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

**Cash Flow Projection Reports (2015-16)**

None this month. There will not be one until November.

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

Enrollment is good news. Looks like EHS is 100-101. HS is closer to 60. Home Visitors are being bumped up to 12 to hit the 64 student goals. We have a high homeless percentage. McKinney Vinto allows multi-generational homes to be considered homeless. Waiting list is high on the over income side. It is difficult to find income eligible children in most of the state of South Dakota, and Marcus has brought that up at the SDHSA conference). We utilize the medically underserved rule with some families. There were not many drops this last month. Family/Community Partnership paperwork will be coming in soon. The first Policy Council meeting went well with good questions related to the program. Socials and trainings at socials have been good. Home visit completion rates: OLB 2 and 3 were a little low. There was delays due to finishing screenings, and a personal issue with one of the visitors. Early Head Start did really well. Butte D is split between HS and EHS so 1 missed visit drops her percentages significantly. The center visits were not required to be done until October 15th, so it doesn’t show up in the numbers. Observations don’t start until after the 45 day requirements (and often 90 day) are done. Some CLASS observations have been done. Attendance has been good for the most part. We have to do an analysis if attendance is below 85%. In Lemmon there was a question regarding one child potentially moving who didn’t and 2 children with health issues. We have not started TS GOLD yet. October 28th is the deadline to file that. ICPs are due November 4th. All the DIALS and ASQs are done now, so we are at 100%. A newborn cannot be screened until they are 1 month old. The health stats: spring height and weight will not be filled out. Dental and lead blood tests are coming in. The new health staff has transitioned well and was able to finish all the screenings on time.

***Motion to approve Summary of Operations Report and other Monitoring Reports for September as presented***

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

**941 Tax Return**

***Motion to approve 941 Tax Return for Quarter 3 as presented***

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

**Federal Financial Report-Final and Quarterly**

***Motion to approve Federal Financial Report – Quarterly and Final as presented***

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

**TREC Vision – Honing Current Services, Expanding Services, OLB Needs/Services**

Rena said that from the retreat there was a discussion, but the hope was that all 5 board members would be able to discuss and vote on this. Pursuing diversification of funding, and improving existing programs before branching out were discussed. At the retreat, Deb had asked if the organization wanted to continue service in OLB. Deb would like to recapture the cuts that have been made to the programming in the area. There is a need for service in the area, but everyone wants it to be quality, not just quantity. OLB currently has 24 slots. To have more visitors you need a good, consistent area service manager. There is pressure due to the Head Start Region organization system overlapping regions in OLB. Dorothy pointed out that the new performance standards may cause a change in structure due to increased hour requirements at the centers, and the possibility of no additional funding. Rena would like to set proactive goals. Brad thinks diversification of funding would be the priority to allow for expansion. Dorothy reminded the board that you need to have funding that can be consistent annually so you don’t start a program and have to close it the next year. The diversification of funding would be used to help see where expansions can be made. Rena requested that this be on next month’s agenda.

**Head Start Program Performance Standards – Plan of Action Updates**

1302 requires a comprehensive plan to meet the standards. There were shifts in the organization and standards. Health, safety, nutrition, and family community partnership are very similar. We have a plan to move forward and stay in compliance with the new standards. Budget projections for additional staff and family advocates may be necessary for the increase in center hours. The standards finish going into effect in 2021. Staff knew it was coming, and parts had trickled down already. The biggest changes were in education and disabilities. The duration portion will be the biggest challenge to figure out how to make it work. Family advocate role would need to be defined, including giving paperwork like attendance to them. This needs to be figured out by next September. Things need to be implemented, and still family and child friendly without burning out staff. If there is no additional funding, the organization will likely serve fewer children.

**Agency Values Committee**

Nothing at this time

**Resignations & Terminations:** none

**Hiring Recommendations:** none

**Hiring in Process:** none

**United Way of the Black Hills** We need to keep working on this. It seems like a simple process. Next fall would be when we would have the opportunity to pursue this.

***Next Meeting Date: November 17th 5:30 – 7:30 p.m.***