

**BADLANDS HEAD START: PRENATAL TO FIVE
TREC BOARD OF DIRECTORS
MEETING MINUTES**



Meeting Date: March 1st, 2018
Board Business Mtg.: 5:30 p.m. to 7:30 p.m.
Place: Belle Fourche Administration Bldg.
Telephone Number: 605-723-8837

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Roll Call:

Members Attending: Janine Short, Jennifer Nelson, Rena Hymans
Members Absent: Nika Avalos, Brad Brunner
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, Melissa Pickle
Business meeting began: 5:45 p.m.

Training: Rebecka Funk delivered the annual training to the BOD on Child Abuse and Neglect.

Additions to Agenda:

TREC Business:

BOD Roster & New Member Recruitment.

- No new information presented on this topic at the current time

Team Communication

PC Minutes – December, 2017 Regular Meeting

LT Minutes –December, 2017

- Rena asked for any comments or commentary on the team communication portion of the agenda. No new comments were sought by the BOD.

Consent Agenda

January, 2018 BOD Minutes: Review and Adoption

- Rena asked the TREC Board if they had any comments or corrections to the January meeting minutes from the TREC meeting.
- Members reviewed the minutes, and no questions were posed.

*Motion made by: Janine Short
Second by: Jennifer Nelson
Motion carried*

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Policies, Procedures & Forms

Old Business:

Maintenance & Improvement Projects

- Newell Social Site
 - Marcus indicated that the floors were laid and work on the windows and siding is in progress.
 - The roof will be repaired in April by S Bar S roofing
 - TREC received a no limit extension on the insurance monies.

New Business:

Financial Summary Report: January, 2018

- Expenditure, administrative, and in-kind financial data were reviewed with the Board.
- Head Start has spent nearly 50% of its budget at this point in time
- Early Head Start has only spent 33% of their operating budget. Marcus communicated that there are also 3 more months of a program year than HS.

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: Jennifer Nelson

Motion carried

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

- Marcus asked for any relevant questions about the bank statements, CANS report, and the credit card statements.
- No comments on the reports at this time.

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: Jennifer Nelson

Motion carried

Cash Flow Projection Reports (2017-18)

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- Head Start is currently projected to be over budget by approximately 18,000 dollars. Much of this is due to higher rents, building improvements, and personnel salary/benefits. The agency has gained substantial ground over the past 2 months.
- Marcus indicated that this growth will continue.
- Early Head Start was under budget by 23,000 dollars. This is number is after expenditures at our Newell social site.

Motion to approve the Cash Flow Projection Report for June as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Summary of Operations Report: December, 2017

- The ED reviewed the summary of operations with the BOD. The statistics for January once again look good.
- Family data is showing ample engagement from those participating in the program. In addition, Marcus reviewed the Home Visit, Attendance, and health data. Family community partnerships data were reviewed as well.
- No questions or comments came from the BOD at this time.

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

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Agency Values Committee

OHS Items – IM-18-01:

- Marcus discussed the latest IM from the Office of Head Start. It detailed the removal of the 50% requirement in terms of duration for the Head Start Center-Based program.
- The Board thought the IM was fairly straightforward and did not pose any questions about the IM at the juncture.

Agency Reorganization:

- A proposal was presented in January to combine the HS Data Coordinator and Admin Assistant position.

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- The reason for this was because there was not enough work to cover both positions. Therefore, Marcus sought to combine the positions to have an ample workload and save funds.
- The Board did not ask further questions regarding the proposal.

Motion to approve Agency Reorganization

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Resignations and Terminations:

- AK – Harding County HS HV

Hiring Recommendations:

Hiring in Process:

Next Meeting Date: March 29th, 2018 5:30 – 7:30 p.m.