**Meeting Date:** October 21, 2015

**PC Orientation:** 10:00 a.m. – 2:30 p.m.

**PC Business Meeting:** 12:30 p.m. – 2:30 p.m.

**Place:** First Interstate Bank basement – Belle Fourche, SD

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**Roll Call:** Old: Christel Dodd, Courtney Fischbach, Julia Brixey and Lisa Nelson

 New: Stephanie Smithpeters, Jessica Carr and Shawn Neal

**Others attending:** Marcus Bevier, Tammy McDaniel and Wanda Dunn

**Quorum Established?** Yes

**Additions to the Agenda:**  Seating the new PC members; SF425 under New Business

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**Seating the New Policy Council Members**

**The following people need to be seated for the 2015-16 year: Stephanie Smith-Peters, Jessica Carr, and Shawn Neal**

***Motion to seat the people named above to the 2015-16 Policy Council***

*Motion made by: Courtney Fischbach*

 *Second by: Lisa Nelson*

 *Motion carried*

**Election of Officers**

**Nominations were opened for the Policy Council President**

 ***Motion to nominate Courtney Fischbach for PC President***

*Motion made by: Christel Dodd*

 *Second by: Stacey Stranberg*

 *Motion carried*

**Nominations were opened for the Policy Council Vice-President**

 ***Motion to nominate Julia Brixey for Vice President***

*Motion made by: Christel Dodd*

 *Second by: Lisa Nelson*

 *Motion carried*

**Past Minutes:**

**Sept. 16, 2015 Minutes: Review and Adoption**

* No questions or comments

***Motion to approve Sept. 16, 2015 Minutes as presented***

*Motion made by: Lisa Nelson*

*Second by: Stacey Stranberg*

*Motion carried*

**Old Business:**

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

* No questions or comments

**Leadership Team Meeting Minutes** – **No Minutes available**

**Maintenance & Improvements Projects Update – 2015 (Bison and Lemmon Playground)**

* Bison Playground – We have expanded the playground area. We put up tough timbers and pea gravel, planted grass seed, did some landscaping work. Playground looks great.
* Lemmon Playground – During the Health and Safety Screener, it was decided the old animal spring-riders that belonged to the school were a health and safety risk (handles on the spring riders were metal and could hurt a child). They have been taken down and will not been replaced.
* Belle Playground – Engineered wood fibers will be laid, tough timbers will also be laid.

**Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**

* Marcus commented that we have not heard anything regarding the non-compliances. The date has been switched to October 31st. We are anxiously waiting for a response. The non-compliances have all been corrected and we continue to be compliant in all of the areas.

**New Business:**

**Financial Summary Report: September 30, 2015 – including Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam’s Club, USDA Savings Acct.**

* Marcus reviewed
* Still closing out some items. EHS will be fully spent, HS will be sending back approx... $45,000.00 after everything has been purchased that was needed.
* Marcus explained to the new PC how the budget works. He also explained the Financial Summary Report, along with the materials that they will be receiving each month as part of the Financials.
* Monthly Program Expenses
* Administrative Expenses
* Marcus reviewed
* Numbers are pretty low on both sides (EHS and HS)
* Other category: Mortgage payment that we pay will be in the other category.
* In-kind
* Last year’s numbers were outstanding
* Numbers for the first month of the year are currently low –we have a cutoff and paperwork is slow getting in, which is reflective on the report
* Please explain to fellow parents that in-kind contributions are very important
* Marcus explained a check on the First Interstate bank statement which was written to him. This check was out of the Hunger Relief fund for meals at Wendy’s during dental transports. Brad Brunner, chairman of the board, wrote the check to Marcus and Marcus in turn wrote a check to Wendy’s.

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

*Motion made by: Christel Dodd*

*Second by: Julia Brixey*

*Motion carried*

* 1. **Cash Flow Projection Reports**
* There is no Cash Flow Projection report this month
* It is the beginning of the year and it is difficult to project at this point. We will have one next month.

**Summary of Operations Report: September 30, 2015**

* Marcus reviewed
* Enrollment Reports:
* We wrote the grant for an enrollment reduction of 115.
* As of Sept. 30th we had 96 in HS, EHS is completely full
* If you know families that could use our services, please get them in touch with us
* Discussion on medically underserved definition
* Drops are significant
* Waiting list is currently comprised of over-income
* Family Partnership
* Partnership Agreements are very low
* Family Strength Matrix is currently called the Family Assessment???
* Wanda explained the new form
* Policy Council
* This was not updated to include currently new PC
* Home Visit Completion Rates
* Belle Centers are low – Home visits for centers is a little different, they do 2 visits per child per year – they have been completed at this time
* Oglala Lakota/Bennett – there have been some extenuating circumstances and Marcus is monitoring this closely.
* Everyone else is getting into the homes; we will be working with Melissa to improve the quality piece.
* EHS – Home Visits look ok, we will work to improve them even further. Marcus will continue to monitor the tracking.
* We will insure that the missed home visits are not due to the HV, and perhaps working with the families to schedule different times.
* Perkins Co. was asked about. We are in the process of hiring; some folks are doing double duty. One family is out of town at this time as well, which drops the numbers.
* Formal Observations We have gotten this down to one form. We have a lot of time to complete these observations. Melissa has been doing them, and she is careful to observe pros and cons. We (Melissa and the ASMs) will start the CLASS observations in November.
* Observation forms are being revised
* Classroom Attendance
* First month looks really good
* Oct. we will see some decreases due to illness
* GOLD – Not due until next week. Numbers should be at 0 right now because it is so early. We will see the number go up significantly next month, but the children that have come in late will not be assessed until they have been with the program for at least a month.
* PC asked if Parents get notified regarding the GOLD. Yes there is a form that can be printed out for the parents regarding results.
* DIALS and ASQs – we have been monitoring very closely for the 45 day deadline. It shows 100% currently. We continue to meet that compliance standard.
* Health –
* Hearing and Vision goes along with the 45 day requirements and are pretty well done
* OL/B Counties are failing vision tests and we are having conversations regarding this
* Fall heights and weights – Currently look better than the report, several have come in since the report was printed
* Immunizations – Need some work
* Completed Physicals and Dentals – a little low (these are 90 day requirements)
* We are making steady progress on all of this.

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

*Motion made by: Lisa Nelson*

*Second by: Shawn Neal*

*Motion carried*

Policies, Procedures & Forms: None

Content Plans of Action: None

**Hiring Recommendations**

* We have someone in mind for EHS in Perkins County
* She has been interviewed and we are waiting on background checks
* We will make a recommendation on this and get PC approval through phone vote

Resignations: None

**Program Information Report**

* Marcus reviewed

***Motion to approve the Program Information Report as presented***

*Motion made by Christel Dodd*

*Second by: Stephanie Smith-Peters*

*Motion carried*

**2014-15 Annual Report**

* Marcus reviewed
* Discussion on the scores – Marcus and Melissa explained

***Motion to approve the 2014-15 Annual Report as presented***

*Motion made by: Lisa Nelson*

 *Second by: Julia Brixey*

 *Motion carried*

**Health and Safety Screener Results**

* Marcus reviewed
* A lot of the items have been remedied
* There are some significant issues in OL/B which we will have to work with the proprietors.
* We outlined a correction action plan to take care of issues, and they are being worked on.
* All of our sites look good, a lot of items are not major deals, but need to be taken care of
* If we get a Health and Safety review this year, we want to be ready for it.

Information Memorandums: None

**Public Comment:**

**Federal Financial Reports**

* **Form 425 Report**
* Marcus reviewed

***Motion to approve the Form 425***

*Motion made by: Julie Brixey*

 *Second by: Christel Dodd*

 *Motion carried*

**BHSU Student Teacher**

* Marcus talked about the student that we currently have and one will be coming into the Belle Fourche Center (one will be doing home visits as well)
* Marcus is in the process of developing Policies and Procedures on this
* Melissa thinks it is great to have another set of hands for the classrooms which gives the teachers a little more time for one-on-one
* We are always looking for parent volunteers as well.

**SDHSA Representative**

* We are looking for a Policy Council member to be on the SDHSA Board of Directors as our Parent Representative. We also need a friend representative
* Lisa Nelson is interested in being the Friend Representative
* Stephanie Smith-Peters is interested in being the Parent Representative

***Motion to nominate Stephanie Smith Peters as the SDHSA Parent Representative***

*Motion made by: Christel Dodd*

 *Second by: Julia Brixey*

 *Motion carried*

***Motion to nominate Lisa Nelson as our SDHSA Friend Representative***

*Motion by: Christel Dodd*

*Second by: Stephanie Smithpeters*

*Motion carried*

**Parent Committee Meeting Reports & Requests**

**Day change for the Monthly PC Meeting**

* Courtney Fischbach asked if it was possible to change the meeting date from the 3rd Wednesday of the month to the 3rd Tuesday of the month. The Policy Council decided to have a vote on this item.

***Motion to change the day of the monthly meeting from the 3rd Wednesday of the month to the 3rd Tuesday of the month***

*Motion made by: Julia Brixey*

 *Second by Christel Dodd*

 *Motion carried*

 ***Motion to adjourn the meeting***

*Motion made by: Lisa Nelson*

 *Second by: Shawn Neal*

 *Motion carried*

Meeting adjourned at 1:45 p.m.

Next meeting will be November 18, 2015.