**Meeting Date:** February 18, 2015

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

**Place:** BHS: P5 Administrative Office – Belle Fourche, SD

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**Roll Call:** Christel Dodd, Tracey Wendt, Courtney Fischbach, Ashley Secrest, and Tracy Lynch (on the phone)

* Quorum Established? Yes

**Seating/Unseating of Reps:** None

**Additions to the Agenda:**

* Add: **272 Report** under Financials
* Add: **Kay Kornemann** under Recommendations for New Hire

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**Past Minutes:**

* **January 21, 2015 Minutes: Review and Adoption**
* No questions or comments

***Motion to approve Jan. 21, 2015 Minutes as presented***

*Motion made by: Ashley Secrest*

*Second by: Courtney Fischbach*

*Motion carried*

**Old Business:**

* **TREC Board of Directors Meeting Minutes – January**
* No questions or comments
* **Leadership Team Meeting Minutes** – **January**
* No questions or comments
* **Website Development Phase 2 Contract** – **Digital Designs Update**
* Marcus reported that we have begun the process of inputting data onto the website. We haven’t set a final date for launch yet, but it will be soon.
* **2015 Maintenance & Improvements Projects Update: Buffalo Roof, Belle Fourche Office**
* Buffalo Roof needs to be re-shingled, we will be doing this at the end of the year pending budget availability
* Belle Fourche office roof needs to be looked at. Roof drips water on the sidewalk and creates water puddles, which is a safety hazard.
* **Enrollment Update**
* Draft Enrollment Reduction Plan & Region VIII discussion
* Region VIII contacted us regarding being under enrolled for four months.
* Marcus has revised and added justification to the current plan which is ready to submit to Region VIII. We are waiting on Linda Fiock to set a date and time for a Conference Call regarding the enrollment.
* Christel Dodd asked about the survey that was handed out to parents at the Belle Fourche Center. She felt it was a little unclear. Wanda stated that she will be attending the Belle Fourche Center social tomorrow night to explain this further. Christel commented that she is in favor of the extension of hours.
* No other questions or comments.
* **Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**
* Because of the non-compliances, we did the corrective active plan to address the non-compliances. To close out the cycle of corrective action, Region VIII will have interviews to discuss how we have addressed these non-compliances. These interviews will be held on Friday, Feb. 20th.

**New Business:**

* **Financial Summary Report: January 31, 2015** (will be handed out at meeting)
* Marcus reviewed the Financial Summary Report. He has revised them a little and explained the changes as well.
* Percentage spent for HS and EHS are approximately 40%
* Admin. Expenses – No concerns, we are at approximately 34% of total budget for the year.
* In-kind –
* HS In-kind is low
* EHS is up
* We need to focus on getting the numbers up in HS
* Tracey Wendt asked about what they could do to help get these numbers up. We have had discussion in the Leadership Team meeting regarding in-kind and possible solutions. Home Visitors need to sit down with parents and walk them through it.
* Marcus asked if the new format for the Financial Report was helpful for them. They were very much in agreement that it is much more reader friendly.
* Marcus commented that there were airline tickets on the credit card for Dorothy, Wanda, Marcus, and Brad Brunner to fly to Denver for training. The reason for flying instead of driving to Denver is that we have a number of due dates and deadlines, and flying would allow them to make the trip faster.
* 272 Report was added – Marcus reviewed the 272 report - there is a cash balance because the draw down was done early. There is generally not a cash balance.
* Full Credit Card Report, Bank Statements, CANS Report, USDA Saving Acct., Shopko and Sam’s Club Statements

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

*Motion made by: Tracy Wendt*

*Second by: Ashley Secrest*

*Motion carried*

* **2014-15 Cash Flow Projection Reports**
* Marcus reviewed
* HS over budget approximately $21,000.00
* EHS under budget approximately $36,000.00
* In the end these are going to even out. Dorothy has budgeted a lot of money into the summer months which won’t be needed.

***Motion to approve 2014-15 Cash Flow Projection Report***

*Motion made by: Ashley Secrest*

 *Second by: Courtney Fischbach*

 *Motion carried*

* **Summary of Operations Report: January 31, 2015**
* New format for Summary of Operations (handed out at meeting)
* Enrollment is down which was talked about earlier
* Areas of concern: Home Visit Completion Rate (specifically S/B County)
* Overall as a total we are fine.
* We are getting into the homes
* We need to have steps in place to reschedule if cancelled.
* If we do not this is a lack of service to these families.
* We are working with the Home Visitors to get these numbers up, and putting them in positions to be successful.
* The numbers have improved since last year, but it is still low.
* This was an area of noncompliance and we are working on it.
* New format
* Marcus reviewed the new format and asked the Policy Council their opinion. They were all in favor of the new format.
* Marcus also commented that he will have a power point available for future meetings.

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

*Motion made by: Tracy Wendt*

*Second by: Ashley Secrest*

*Motion carried*

* **2014-15 Self-Assessment Plan**
* We use a tool called a CAT Scan to do the Self-Assessment, we are ordering the updated version.
* Marcus handed out a schedule with tentative dates, times and sites
* Policy Council members volunteered for times that they are available.
* Policies, Procedures & Forms: None
* Content Plans of Action: None
* Terminations/Resignations - None
* **Hiring Recommendations: Kay Kornemann**
* Marcus reviewed Kay’s qualifications
* Background checks have come back
* Michele Ranken talked about the reference checks and the interview process
* Very strong candidate
* Experience with school district
* References: Very positive. She checked 2 personal references and 2 past employers
* Michele feels that Kay would be a good fit to the program

***Motion to approve the hire of Kay Kornemann***

*Motion made by: Courtney Fischbach*

 *Second by: Tracy Lynch*

 *Motion carried*

* Hiring in Process: None
* OHS Items: No items at the present time
* Information Memorandums: None
* Public Comment: None
* **NHSA and SDHSA Reports:**
* Parent Representative for SDHSA- we did not have any of the Policy Council volunteer for this. They will bring it up at their parent meetings to see if we can get a parent who may be interested.
* The next SDHSA meeting will be held on March 11th and 12th
* **Parent Committee Meeting Reports & Requests**
* **Harding Co. –** Story Book Island/Game Fish & Parks and Pizza Hut

***Motion to approve the Harding Co. Parent Activity***

*Motion made by: Tracey Wendt*

 *Second by: Courtney Fischbach*

 *Motion carried*

* **Lemmon –** Fun day at the park/pizza

***Motion to approve Lemmon HS and EHS Parent Activity***

*Motion made by: Ashley Secrest*

 *Second by: Courtney Fischbach*

 *Motion carried*

* **Butte Co. –** Shriner’s Circus at the Civic Center/Picnic or Snack not yet determined-May 1st, 2nd or 3rd

***Motion to approve Butte Co. Parent Activity***

*Motion made by: Ashley Secrest*

 *Second by: Tracey Lynch*

 *Motion carried*

***Motion to adjourn the meeting***

 *Motion made by: Tracy Wendt*

 *Second by: Courtney Fischbach*

*Motion carried*

**Next Meeting Date:**  March 18, 2015 Time: 12:00-2:30