**Meeting Date:** May 20, 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:** Courtney Fischbach, Stacy Stranberg, Lisa Nelson, (Phone: Tracey Wendt and Nicole Glines)

Quorum Established? Yes

**Seating/Unseating of Reps:** Lisa Nelson - Community Representative

***Motion to seat Lisa Nelson as a Community Representative***

*Motion made by: Stacy Stranberg*

*Second by: Courtney Fischbach*

*Motion carried*

**Additions to the Agenda:**  2015-16 T&TA Plan; Self-Assessment Summary (both under the Five-year Grant); Melissa Pickle under Hiring Recommendations

**PC Training:**  Child Abuse and Neglect Training (Rebecka Funk)

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**Past Minutes:**

* **April 15, 2015 Minutes: Review and Adoption**
* No questions or comments

***Motion to approve April 15, 2015 Minutes as presented***

*Motion made by: Courtney Fischbach*

*Second by: Lisa Nelson*

*Motion carried*

**Old Business:**

* **TREC Board of Directors Meeting Minutes – April**
* No questions or comments
* **Leadership Team Meeting Minutes** – **May**
* Tracey Wendt asked about the extended hours for recruitment
* Marcus explained that this is for recruitment purposes to recruit during the summer months in the community.
* We will be recruiting at Community Events, some door to door, we are also planning some Open House activity days at the Centers
* **2015 Maintenance & Improvements Projects Update: Buffalo Roof, Belle Fourche Center Door, Lemmon and Bison Doors**
* Buffalo roof was damaged by hail, we got information on what the insurance will pay, we just submitted paperwork to bid out the project
* Belle Center Door – we installed a crash bar
* Lemmon and Bison Doors – No update- we are looking at either a window in the door or a device installed to video the exterior of the door
* **Enrollment Update**
* Will be covered later in the agenda
* **Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**
* Noncompliances still have not been closed out; Marcus has submitted all files to Linda Fiock at the Regional Office but has not heard back regarding them.

**New Business:**

* **Moving Five Year Grant followed by: T&TA, Self-Assessment Summary of Findings, Enrollment Reduction Plan and Form SF-424 to top of agenda in New Business**
* **Five Year Grant**
* Marcus reviewed the grant.
* This grant focuses on what we are good at, what we are struggling with and what can be improved.
* We focus on health and safety of kids, as well as STEM, Food Safety, Professional Development, etc. Data in the grant was taken from the Community Assessment. The School Readiness Plans, Parent Community Engagement piece is not new. Strength Matrix will be revised to align to some of our goals
* Christel Dodd, PC President, was included in the budget discussion. She provided some direction to the budget from a PC prospective.
* Our Belle Fourche, Lemmon, and Bison Center hours have increased. Belle Fourche will also be opening a second classroom which was all initiated because the Community Assessment showed the need was there.
* Marcus asked for questions regarding grant?
* Nicole Glines mentioned the need to change the name Shannon County to Oglala Lakota County in the graphs. Marcus will get this changed.
* Tracey Wendt asked if this is the maximum amount we can spend per category or can it fluctuate? Marcus explained that the budget is a plan, there is some flexibility. Bottom line numbers on the graph is what we are allocated to fund the program and we cannot change that. We are also allocated money for Training and Technical Assistance
* We are trying to be ahead of the curve as far as adding additional hours for our centers. When new Head Start standards are released, we will see if the numbers change at all.

***Motion to approve the Five Year Grant as presented***

*Motion made by: Nicole Glines*

*Second by: Courtney Fischbach*

*Motion carried*

* **Training & Technical Assistance**
* Marcus reviewed and explained the allocations for each type of training (required and optional).
* College Coursework
* CDAs for Teachers and Home Visitors
* CANS Training
* HS/EHS Conferences
* CPR Training
* IMIL Facilitator
* CLASS Development (Instructional Support)
* Webinars
* Data Training
* Fire, Food, and Playground Safety
* Optional opportunities for Individual Professional Development

***Motion to approve the 2015-16 Training & Technical Assistance Plan as presented***

*Motion made by: Stacy Stranberg*

*Second by: Lisa Nelson*

*Motion carried*

* **Self-Assessment Summary of Findings**
* Marcus reviewed some of the Findings that were developed during our annual Self-Assessment and the actions that we will be taking to correct them.

***Motion to approve the Self-Assessment Summary of Findings***

*Motion made by: Courtney Fischbach*

*Second by: Stacy Stranberg*

*Motion carried*

* **Enrollment Reduction Plan for Region VIII**
* Marcus reviewed the enrollment plan
* In the past year we have struggled to maintain adequate enrollment numbers. In accordance with direction from Region VIII staff, we have prepared an Enrollment Plan that must be implemented and adhered to for the near future. The plan serves to correct the problem, implement reliable recruitment strategies, and serve families that need services the most.

***Motion to approve the Enrollment Reduction Plan as presented***

*Motion made by: Lisa Nelson*

*Second by: Stacy Stranberg*

*Motion carried*

* **SF-424**
* Badlands Head Start would like approval to submit an SF-424 to move money out of a line item so that we can purchase a vehicle

***Motion to approve the submission of the Form SF-424***

*Motion made by: Lisa Nelson*

*Second by: Stacy Stranberg*

*Motion carried*

* **Financial Summary Report: March, 2015**
* Marcus reviewed The Financial Summary Report.
* Things look fine overall
* Four months of program left and have spent 60% overall
* Monthly admin expenses – No concerns – 59.48% of budget spent
* In-kind – EHS fell a little last month but HS had a great month! We are ahead for the year.
* Full Credit Card Reports, Bank Statements, CANS Report, USDA Saving Acct., Shopko and Sam’s Club Statements
* No questions or concerns regarding any of the additional reports and statements

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

*Motion made by: Lisa Nelson*

*Second by: Stacy Stranberg*

*Motion carried*

* **2014-15 Cash Flow Projection Reports**
* We are under budget by 90,356.45 in HS.
* This is due to positions that we were not able to fill during the HS year
* We have interviewed a pretty strong candidate for Area Services Manager in Kyle and will be giving her a second interview
* We are under budget by 58,139.67 in EHS
* We are working on the Federal Forms to purchase 2 vehicles. This will even out the budget for EHS.

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

*Motion made by: Stacy Stranberg*

*Second by: Lisa Nelson*

*Motion carried*

* **Summary of Operations Report: April 30, 2015**
* Tracey Wendt brought to our attention that the Enrollment Reports have a January, 2015 heading. Marcus will strike the date from further reports
* Enrollment – similar to last month.
* HS – 105 actual, 134 expected
* EHS – 60 actual, 60 expected (we are full)
* We will continue to work with the Regional Office on Enrollment
* Family Partnerships, Socials, and Family Support – Data looks good
* Policy Council
* HS – 2 Community Representatives and 6 Parent Representatives (Expected 10 parents, 4 Community Representatives)
* EHS – 3 Parents (Expected 5 parents)
* We need to continue to work to get more Policy Council representatives, both Community Reps. and Parent Reps.
* Socializations – Getting done
* Home Visits
* Some areas struggled this month. Year to Date – numbers look good. We will continue to try to work with folks to get in the homes in some areas. EHS numbers this month are low in some areas. Certainly hope to see these go up during the summer months. We do aim for 100%
* Observations – These are still coming in. Not a concern
* Classroom Attendance – all over 85%
* TS GOLD, ICPs
* We are still meeting the 45 and 90s. We will continue to be perfect on these! Everyone realizes the importance of these.
* Health
* Dentals do need some work, but we are working on this
* EHS – Lead Blood tests – we are also working on these
* We are still providing services in some areas for Head Start. We have some of the Home Visitors working for an extended time.

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

*Motion made by: Lisa Nelson*

*Second by: Stacy Stranberg*

*Motion carried*

* **Policies, Procedures & Forms:** None
* **Content Plans of Action:**
* Mental Health
* Transportation & Safety
* Facilities, Materials, & Equipment
* Services for Children with Disabilities
* Education & Early Childhood Development
* Marcus reviewed the changes which were highlighted

***Motion to approve the Content Plans of Action***

*Motion made by: Lisa Nelson*

*Second by: Stacy Stranberg*

*Motion carried*

* **Hiring Recommendations: Melissa Pickle**
* Marcus informed the Policy Council that the interview committee would like to recommend Melissa Pickle for hire as the Education/Disability Specialist. Wanda and Marcus spoke about some of Melissa’s qualities: She is very well spoken, very qualified, familiar with rural areas, etc. The interview team feels confident that she will be a good fit for our organization.
* Marcus commented that the Interview Committee had interviewed another person – Bonnie Rogers. She was qualified on paper but she was not offered another interview.

***Motion to accept the Interview Committee’s recommendation to hire Melissa Pickle as Education, /Disability Specialist***

*Motion made by: Stacy Stranberg*

*Second by: Lisa Nelson*

*Motion carried*

* **Hiring in Process:**
* **ASM for Oglala Lakota/Bennett County**
* Juanita Scherich (ASM) had her 1st interview**;** Marcus explained that the interview committee has offered Juanita a second interview.
* **Terminations and Resignations –** JG
* Jennifer Goldsmith has submitted her resignation as Nutrition Support at the Lemmon Center
* Resignation letter was sent out to the Policy Council in the packets

***Motion to accept the resignation of Jennifer Goldsmith***

*Motion made by: Lisa Nelson*

*Second by: Stacy Stranberg*

*Motion carried*

* **New Center-based location: Belle Fourche**
* Marcus explained that we have been actively looking for a larger building for our Belle Fourche Center.
* We have been in contact with a day care center that will be shutting down and are in the talking stage of renting the building. The rent is a little higher than our current building, but it will be able to house 2 classrooms, as well as Office Space for the EHS Home Visitors
* **OHS Items:** None
* **Information Memorandums:** None
* **Public Comment:** None
* **NHSA and SDHSA Reports:** None
* **Parent Committee Meeting Reports & Requests –** None

***Motion to adjourn the meeting at 2:00 p.m.***

*Motion made by: Stacy Stranberg*

*Second by: Lisa Nelson*

*Motion carried*

* Next meeting will be June 17, 2015.