**Meeting Date:** March 15, 2016

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

**Place:** Administration Office Belle Fourche, SD

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**Roll Call:** Courtney Fischbach, Jessica Carr, Lisa Nelson, Stephanie Smithpeters, Amanda Yung

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

**Quorum Established?** Yes

**Additions to the Agenda:**  None

**Training:** None

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**Seating the New Policy Council Members** – Amanda Yung, Butte A – Early Head Start Parent Representative

 ***Motion to seat Amanda Yung as the Butte A EHS Parent Representative***

*Motion made by: Lisa Nelson*

 *Second by: Stephanie Smithpeters*

 *Motion carried*

**Past Minutes:**

**February 23, 2016 Minutes: Review and Adoption**

* No questions or comments

***Motion to approve Feb. 23, 2016 Minutes as presented***

*Motion made by: Jessica Carr*

*Second by: Lisa Nelson*

*Motion carried*

**Old Business:**

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

* No questions or comments

**Leadership Team Meeting Minutes** – **February**

* No questions or comments

**Maintenance & Improvements Projects Update – Upcoming Projects (Belle Admin)**

* Marcus reviewed the status of the Belle Fourche Administrative building roof
* Contractors have looked at it and will be getting us bids for this project.
* We may need to complete a Form 425 to help with this project. Insurance will take care of some of it, but we are considering a larger project than insurance will cover.
* Marcus mentioned the possibility of getting an intercom system set up at the Centers. The current doorbell is not working due to staff not being able to hear it. The intercom will allow staff to hear when someone is at the door, and enable them to talk to the person prior to opening the door.

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

* Current Status – Files Submitted
* Marcus has been in contact with Linda Fiock and reported that she is working on finishing this up. We have completed everything that was requested, and are just waiting on her report finalizing this review.

**New Business:**

**Financial Summary Report: January 31st, 2016**

* Marcus reviewed Feb. Financial Summary Report
* Marcus reported that the training money is being spent. Melissa Pickle is certified to train in a lot of different areas so we are doing a lot of our training in-house.
* We are looking into Parents as Teachers training as well as Babies Can’t Wait training which Melissa is looking into for our fall pre-service staff training.
* We have several staff members that will attend the South Dakota Early Childhood Education Conference in Aberdeen in April; as well as, a Home Visiting Institute Training in Chamberlain.
* Marcus will be traveling to the National Head Start Conference in Nashville in May, and we have some training that we have in mind for Melissa Pickle to attend as well.
* In-kind is looking good. Marcus reminded Policy Council to please continue to talk about the importance of in-kind with the parents at parent meetings and socials.

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

*Motion made by: Lisa Nelson*

*Second by: Stephanie Smithpeters*

*Motion carried*

**Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam’s Club, USDA Savings Acct.**

* Marcus reviewed
* No questions or comments

***Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented***

*Motion made by: Jessica Carr*

*Second by: Amanda Young*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

* Marcus reviewed the Cash Flow Projection Reports
* Head Start is under-budget due to positions not being filled in OL/B. Marcus reviewed the methods we have taken in advertising to fill these positions with no success. Amanda mentioned that STAR Academy just shut down in that area so there may be people looking for jobs.
* Early Head Start is under-budget as well for many different reasons. We get more money per child for EHS; fuel is under-budget because of gas prices, etc.
* We will be spending this money down at the end of the year with priorities mentioned above.

***Motion to approve the Cash Flow Projection Report***

*Motion made by: Amanda Young*

*Second by: Lisa Nelson*

*Motion carried*

**Summary of Operations Report: February 29, 2016**

* Enrollment Reports: We are under-enrolled due to not having a home-visitor in Oglala Lakota/Bennett. Marcus has reported our under-enrollment to the Regional Office, letting them know the reason and the methods we’ve taken in advertising. We had some drops this month. Wait list is predominantly over-income
* Family Partnership – Things are coming in pretty good in this area
* Policy Council – We are still looking for more Community Representatives on the HS and EHS side. Marcus reminded the PC to please contact him if you know of anyone that would be interested.
* Socials – Looks good
* Home Visit Completion Rates
* Monthly percentage for HS – Approx. 89%
* One EHS Employee was in an accident and has been unable to return to work which brought the EHS numbers down.
* Discussion on Program Wide numbers, and 5 year data. Marcus talked about the historical figures. He also talked about the quality of the Home Visits which we continue to work on.
* Formal Observations – We are continuing to get these done. CLASS Observations will be getting done as well.
* Observations for Home Visits - Continuing – we will have them done by the end of the year
* Classroom Attendance – Looking good – above 85%
* GOLD/ICPs – We just finished our 2nd check point.
* DIALS and ASQs – 45 day deadlines are still 100%
* Health
* Spring heights and weights are coming in.
* Lead blood tests – getting done as well.
* Dental follow-ups –We cannot count a dental follow-up complete until all work has been done. Discussion on different dentists and issues that parents have.

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

*Motion made by: Lisa Nelson*

*Second by: Stephanie Smithpeters*

*Motion carried*

**Self-Assessment – Summary of Results Timeline**

* The Self-Assessments are nearing completion. We will be completing the last one in Kyle tomorrow.
* Marcus reported that it is looking good; there are some small things that need to be taken care of.
* Marcus will compile the Corrective Action Plan which the Policy Council will receive at the April meeting.
* Community Assessment updates will come in April as well.

**United Way of the Black Hills**

* Marcus discussed a possible partnership between TREC and the United Way of the Black Hills
* We will be meeting with some of the TREC board members for more discussion

**Budget Meetings in April**

* Marcus will be scheduling budget meetings in April. He will be emailing the Policy Council with a Doodle Poll to find out availability.

**May PC Meeting**

* Marcus may be attending the National Conference in Nashville in May which will require a change of date for the PC meeting. We will discuss this further at the April meeting. This meeting is imperative because the budget will need to be voted on in May.

Content Plans of Action: None

Hiring Recommendations: None

Resignations: None

Information Memorandums: None

Public Comment: None

**Parent Committee Meeting Reports & Requests**

* Head Start Butte 1 and Early Head Start A & D requested a field trip to The Jump Craze in Rapid City on April 11th. The time will be from 10 a.m. – 12 p.m. which is designated for children under 5.
* Food has not yet been decided but it will stay within the budget.

***Motion to approve the Butte County Parent Committee Request to take a field trip to the Jump Craze in RC***

*Motion made by: Lisa Nelson*

 *Second by: Stephanie Smithpeters*

 *Motion carried*

***Motion to adjourn meeting***

*Motion made by: Jessica Carr*

 *Second by: Lisa Nelson*

 *Motion carried*

Next meeting will be April 19, 2016