**Meeting Date:** April 19, 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, Amanda Yung and Shawn Neal

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

**Quorum Established?** Yes

**Additions to the Agenda:**  None

**Training:** None

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**HSAC Meeting:** Minutes attached

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

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**Seating the New Policy Council Members** - None

**Past Minutes:**

**March 15th, 2016 Minutes: Review and Adoption**

* No questions or comments

***Motion to approve Mar. 15th, 2016 Minutes as presented***

*Motion made by: Amanda Yung*

*Second by: Lisa Nelson*

*Motion carried*

**Old Business:**

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

* No questions or comments

**Leadership Team Meeting Minutes** – **March**

* No questions or comments

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

* We got an estimate for the roof project on the Administrative Office building. The insurance is only willing to pay the damaged portion, so we will be required to pay the remainder if we are going to get the entire roof done.
* The adjuster is going to get us some numbers so that we can send out a bid letter to contractors. It will require a competitive bid, and possibly approval from the Regional Office. Marcus commented that he may need to do a 424 so that we can get money transferred to take care of this project.
* We have some projects in Newell to do as well
* Buffalo basement also needs some work done. There is water seeping in and we need to get this fixed.

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

* Current Status – Files Submitted
* Marcus got a call from Linda last week, needing a few more things. Hopefully, this will be resolved soon.

**New Business:**

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

* Marcus reviewed the March Financial Summary Report
* Training and Technical Assistance dollars will be spent. We have several trainings scheduled for staff including:
* Melissa and a couple of home visitors will be going to the Home Visitor Institute in Chamberlain next week.
* Melissa is going to IMIL training for the facilitator in Bozeman, MT
* Melissa and Michele are going to PITC Training in May to Berkeley, CA. Melissa has attended some of their trainings and they are very high quality. Melissa and Michele will both be trained in this so they will be able to train people when they get back. This is a high dollar training but worth it.
* We also have money coming out for the SDECE Conference which was held last week in Aberdeen, SD where we had several staff members in attendance
* In-kind – We are making up ground on the HS side. Please stress the importance of in kind at parent meetings. EHS has gained as well.

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

*Motion made by: Lisa Nelson*

*Second by: Jessica Carr*

*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: Amanda Yung*

*Second by: Shaun Neal*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

* Marcus reviewed the Cash Flow Projection Reports
* Head Start and Early Head Start are both under budget
* We will use the money left over at the end of the year for projects, possibly a SPOT machine for the Health area, supplies, and other projects (above)
* EHS has misc. income which will be used to fix vehicles that were damaged due to hail and one vehicle in an accident.

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

*Motion made by: Lisa Nelson*

*Second by: Amanda Yung*

*Motion carried*

**Summary of Operations Report: March 31st, 2016**

* Enrollment Reports: We were under-enrolled because of not having a home visitor in OLB. Marcus did report this to the Regional Office. Marcus reported that we have moved some families to other home visitors, and the 3 families that are not getting services are getting weekly packets from Melissa. We had 31 drops this year due to families moving. EHS –enrolment 59 out of 60. Wait list is primarily over income
* Family Partnership – Stats look good
* Policy Council – Still looking for Community Representatives
* Socials – look good on both sides
* Home Visit Completion Rates
* HS continues to do well at 80% as a program. We have been working closely with the home visitors that have lower percentages and they have brought up their numbers a lot.
* EHS – We have an open position in Butte Co., we are interviewing for this position. We also have an open position in Perkins Co. These families are getting weekly packets from Melissa as well. EHS’s overall percentage is between 80 and 85%. Reminder: The open positions will impact the HV rates in the future.
* Formal Observations – We are on our 2nd round of CLASS observations
* Observations for Home Visits – Getting done
* Classroom Attendance – Little low this month at Belle Center due to illness, overall above 85%
* GOLD/ICPs – Getting in
* DIALS and ASQs – Getting in
* Health – Talked about in the HSAC meeting. Stats are looking good

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

*Motion made by: Jessica Carr*

*Second by: Lisa Nelson*

*Motion carried*

**Data Aggregation – Winter, 2016**

* Marcus reviewed the aggregation
* Melissa commented that the tool that deals with infants and toddlers is not satisfactory. Melissa will be talking to Megan Larson regarding what other programs are using to measure infants and toddlers. It is not sensitive enough. It is, however, good for our 3 and 4 year olds. We may need to look at one system for EHS and another for HS.
* No questions or comments

***Motion to approve the SF 425 Quarterly report***

*Motion made by: Amanda Yung*

*Second by: Lisa Nelson*

*Motion carried*

**Community Assessment Updates – 2015-16**

* Marcus reviewed
* Not much has changed in the communities
* Needs of the communities that we serve remain the same from year to year

***Motion to approve the Community Assessment***

*Motion made by: Lisa Nelson*

*Second by: Amanda Yung*

*Motion carried*

**OLB Plan 2016-17**

* Marcus reported to the PC that he has talked with the Regional Office and a lot of staff members about our struggle in OLB. We have taken a hard look at our services in the area, and our inability to recruit and retain staff. He would like to discuss the possibility of a conversion of 12 Head Start slots from the OL/B area to 4 Early Head Start slots possibly in the Butte Co. area.
* Marcus commented that there are several programs that provide services to families in those areas similar to ours.
* We won’t pull out all together. We currently have 2 employees down there that are providing good services.
* If Marcus has PC and Board support he will write this conversion into the 16-17 Grant.

**SF 425 Quarterly**

* Marcus reviewed

***Motion to approve the SF 425 Quarterly report***

*Motion made by: Lisa Nelson*

*Second by: Shaun Neal*

*Motion carried*

**Grant Budget Meetings – April 27th at 4:00 p.m.**

* Reminder: Marcus asked if anyone would be available to attend on this date and time. Jessica Carr is currently scheduled to attend.

**Resignations and Terminations: Krista Van Vactor and Kelly Dykhoff**

* Marcus reported that we received a resignation from Krista Ellingson as the Bison EHS HV in Perkins Co. We also have an EHS Home Visitor, Kelly Dykhoff, who is no longer with the program. We are in the process of interviewing for both positions.

Hiring Recommendations: None

**Hiring in Process: Butte EHS HV, Bison EHS HV**

**United Way of the Black Hills**

* Diversifying our funding sources. Our board and PC can seek out other funding sources.
* We are looking at the United Way of the Black Hills as a possible source of funding
* The TREC Board of Directors will keep us updated on this.

**Parent Committee Meeting Reports & Requests**

* Courtney and Amanda reported that their Parent Committee activity was a huge success. They went to the Jump Craze in Rapid City.
* Shaun Neal, from the Lemmon Parent Group, would like to submit a request to go bowling and having lunch (Nacho meal). Wanda reported that this request meets all of the qualifications.

***Motion to approve the Lemmon Parent Committee request for bowling and lunch***

*Motion made by: Jessica Carr*

*Second by: Amanda Yung*

*Motion carried*

* Belle Fourche Center 1 and 2 are requesting to go to the Circus in Rapid City with a snack and drink, and then a couple of weeks later going to the Fish Hatchery in Spearfish with a CANS approved meal

***Motion to approve the Belle Fourche 1 and 2 Parent Committee request***

*Motion made by: Lisa Nelson*

*Second by: Shaun Neal*

*Motion carried*

***Motion to adjourn meeting***

*Motion made by: Lisa Nelson*

*Second by: Shaun Neal*

*Motion carried*

Next meeting will be May 17th, 2016