

**POLICY COUNCIL**

<b>Meeting Date:</b>	<b>December 20, 2017</b>
<b>PC Business Mtg.:</b>	<b>10:30 AM to 1:00 PM</b>
<b>Place:</b>	<b>Belle Fourche Administration Office</b>
<b>Contact Number:</b>	<b>605-723-8837</b>

**Roll Call:** Quorum Established? YES Paige  
 Jack, Brandon Nikodyn, Ashley Flynn, Amber Orban, Krista Van Vector, Travis Maier Staff  
 Wanda Dunn

**Training:**

**Seating New Reps:** Brandon Nikodym made a motion to seat Travis Maier as a Policy Council Rep from Lemmon Center Amber Orban seconded. Motion passed.

**Additions to Agenda:**

**POLICY COUNCIL BUSINESS MEETING**

**Past Minutes:**

**B.1 November 2017 PC Regular Minutes & December 8th, 2017 Phone Vote Minutes Review and Adoption** Motion to  
 accept PC Minutes and Phone Vote Minutes. Travis Maier 1st  
 Krista Van Vector 2nd Motion carried

**Old Business:**

**C.1 TREC Board of Directors Meeting Minutes - December, 2017**  
**C.2 Leadership Team Meeting Minutes - December, 2017**  
**C.3 2017 Maintenance & Improvement Projects Update: Newell Social Site** Newell  
 office and social site has a Jan date for flooring with Greg Cornet, Collins Siding will do siding and S  
 Bar S will do roofing. Sheet rock at the Belle  
 Center will be completed over the holiday break.

**New Business:**

**F.1 PIR - 2016-17 Reports** Marcus  
 went over 16-17 PIR Motion was made to approve 16-17 PIR Brandon  
 Nikodyn 1st Amber Orban 2nd Motion carried

**F.2 Financial Summary Report: November 30th, 2017** HS is at  
 28% of budget spent. EHS is a 18% of  
 budget spent. 23% Average for both programs. It is always higher this  
 time of year due to insurance paid up front. Money was spent to get Belle  
 center up and going and also Lemmon playground. Inkind Nov HS was up, EHS was down  
 but still over target projections. Combined income only \$9000 short of target projections. Clarkson  
 have made a donation to the Harding County program for \$1725. Clarkson  
 Montion was made to approve the Financial Summary Report Krista  
 Van Vector 1st Brandon Nikodym 2nd Motion carried.

**F.3 Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club** Motion  
 was made to approve reports Travis Maier 1st  
 Paige Jack 2nd Motion carried

**F.4 Summary of Operations Report: November 30th, 2017** Marcus  
 went over the summary Motion was made  
 to approve the summary of operations. Amber Orban 1st Travis  
 Maier 2nd Motion carried.

- F.5 SF-425-FINAL** We use  
 modified cash basis accounting. We have 3 months after the end of year to expend all funds. We do get some income from utilities through cooperatives that you see on the report.  
 Motion was made to approve the SF-425-FINAL  
 Brandon Nikodym 1st Krista Van Vector 2nd Motion carried.
- F.6 Policy Council - Elected Members policy and procedure**  
 Discussion on the Policy and Procedure for electing PC members. Travis Maier suggested we add a step that if the representative leaves that we have a meeting to elect a new alternate at that time. Also to add in the event that no one can be found a volunteer will be sought. Marcus will make the changes before taking to the TREC board. A motion was made to approve with the ammended changes.  
Travis Maier 1st Krista Van Vector 2nd  
 Motion carried.
- F.7 Head Start Program Performance Standards -**
- F.8 Agency Values Committee**
- F.9 School Messenger - Implementation** Marcus  
 mentioned that we did use School Messenger to let parent know of 2 hour delays and school cancellations.
- F.10 Trainings next month - Child Abuse and Neglect, AMS Monitoring** Next  
 month Becky Funk will be doing Child Abuse and Neglect for both PC and TREC board. Marcus is looking at getting Holly Strand possibly to do an in-depth training with staff.
- F.11 Resignations & Terminations: SS - Nutrition Assistant** Sharon  
 has resigned but will continue to do socials until we get position filled.
- F.12 Hiring Recommendations:**
- F.13 Hiring in Process: Joanne Ericcson - Nutrition Assistant** Ruth is  
 currently checking on references. Will have a phone vote 12/21/17 at 10:00.
- Policy Council By-law change** Marcus  
 talked about how the old by-laws had a 3 year limit on serving on PC. The new Head Start standards have changed it to a 5 year limit. A motion was made to change the 3 year limit to a 5 year limit in the Badlands Head Start PC By-laws. Travis Maier 1st Brandon  
 Nikodym 2nd Motion carried.
- F.14**
- F.15 CFCAP procurement plan** Marcus  
 explained that we are already doing this in our fiscal manual but that we will make a plan to formalize it for CFCAP. A motion was made to approve the CFCAP procurement plan. Travis Maier 1st Brandon Nikodym 2nd Motion carried.  
**Motion to adjourn meeting 12:15.**  
 Amber Orban 1st Krista Van Vector 2nd Motion carried.

<b>Next Meeting Date:</b>	January 17th, 2018 at 10:30am
<b>Legend</b>	For information/review to be discussed only if someone has questions.
	<b>Items to be presented and discussed with no formal action required.</b>
	<b>Items to be presented and discussed with formal action required.</b>