

POLICY COUNCIL

Meeting Date:	March 28, 2018
PC Business Mtg.:	10:30 AM to 1:00 PM
Place:	Belle Fourche Administration Office
Contact Number:	605-723-8837

Roll Call: Travis Maier Quorum Established? Yes Absent: Sean Mets,
by phone, Krista Van Paige Jack, Brandon Nikodym, and Lisa Nelson
Vactor, Ashley Flynn,
Kayla Coursey, Amber
Orban

Training:

Seating New Reps:

Additions to Agenda: **Funding guidance letter and updates from NHSA**

POLICY COUNCIL BUSINESS MEETING

Past Minutes: Meeting called to order 10:35 AM
B.1 February PC Minutes Motion made
 by Travis Maier Second by Krista Van Vactor motion carried

Old Business:

C.1 TREC Board of Directors Meeting Minutes - February, 2018 Marcus explained merging Administrative assistant and HS data to one position.

C.2 Leadership Team Meeting Minutes - February, 2018 Regular meeting items with time spent on Focus Area 2 of the review.

C.3 2018 Maintenance & Improvement Projects Update: Newell Social Site, Belle Center Purchase Hail storm in June of 2017-social site in Newell is now finished. Belle Center purchase Marcus has visited with the regional office, the appraisal has been completed. We are hoping to make this a permanent site. Marcus is moving forward on this. He will bring items for the PC approval as needed.

New Business:

F.1 Financial Summary Report: February 28th, 2018 Marcus explained the budget. Over half way through the year 54% of budget has been spent which is on track. Staff mileage is down some as it is mostly due to SDHSA meeting. Other category has rents, utilities etc. cold year so utilities have been higher. Training and TA is at 1/4 spent. We plan to send staff to trainings this summer. EHS we have 3 months more to go so they are also on track. We did have a resignation on both the HS and EHS side. Training and Technical Assistant are also doing training this summer. Total program has spent about 50% of budget at this time. Administrative cost we have spent year to date 77% on HS, 48% EHS and 62% together. Ashley suggested separating out the insurance. In-kind is at 93% for HS and EHS had a great month in February 130% program with 106% program combined. We did get a \$5000 donation from the Virgil Chambers will in Lemmon SD for the Lemmon program. Travis asked what we were thinking about using the \$5000 for. Marcus did say it was up for discussion. He mentioned a climber that was called a cozy dome that we were trying to purchase last year. We currently have asked staff to let us know what would benefit the center the most.
 Motion to approve Financial Summary Report was made by Krista Van Vactor Second by Amber Orban motion carried

F.2 Full Credit Card Reports, Bank Statements, CANS Report, Wal Mart and Master Card, Cash Flow Projections Marcus gave an overview of the above statements. CANS we were reimbursed \$3254 for Feb. Bank statement has \$275.71 left in the account at the end of the month. Hunger Account no change. Leave fund reserve account was built to pay out staff their leave when they leave. USDA savings no change.
 Motion to approve Full Credit Card Reports, Bank Statements, CANS Report, Wal Mart and Master Card, Cash Flow Projections was made Kayla Coursey.
 Second by Krista Van Vactor motion carried

F.3 Summary of Operations - February, 2018 Marcus went over the summary of operations. We were at full enrollment again this month. Our drops are only at 17 compared to 30 last year. EHS had a family go from homeless to received housing. Drop went from 32 last year to 11 this year. Our 45 day requirements are a 100%. Health data looks good. Need to work on a few follow ups. We are at 100% on the 45/90 day requirements. Working on lead pokes with the local clinics.
 Motion to approve Summary of Operations was made by Amber Orban. Second by Krista Van Vactor motion carried

F.4 Winter Aggregation Marcus highlighted the Winter Aggregation. Questions were asked on getting more information on what should we be working on for our childrens' future success as they get older from TS Gold. Will look into getting reports out.
 Motion to approve Winter Aggregation was made by Krista Van Vactor Second by Amber Orban motion carried

F.5 **Self-Assessment** - April 6, 2018 at the rec center 10-4 with lunch provided.

F.6 **Agency Values Committee**

F.7 **Resignations & Terminations: JR - HV-OLB, CW-HV-Butte** Motion to approve
resignations and terminations was made by Krista Van Vactor Second by Amber Orban
motion carried

F.8 **Hiring Recommendations:**

F.9 **Hiring in Process:**

F.10 **Funding Guidance letter:** HS 103 enrollment \$917,651 and EHS 64 enrollment \$745,736.

F.11 **Update from SDHSA director meeting.** Marcus announced a 2.2% wage increase due to the HS information memorandum.

F.12 **Parent Committee - Parent Activity -** BFC 2 and
Butte E County Parent Activity was presented by Ashley Flynn to go to Spearfish Gymnastics and have
a meal with food purchased at Safeway. Motion to approve made by Kayla
Coursey. Second by Amber Orban motion carried Butte 1 Parent Activity was presented by
Amber Orban to go to the Shrine Circus and have pizza for a meal either at the park or at the
restaurant. Motion to approve made by Krista Van Vactor. Second
by Kayla Coursey motion carried BFC 1 Parent Activity was presented by Wanda Dunn for
Brandon Nikodym to go to Spearfish Lucky Strike Bowling and have pizza.
Motion to approve made by Amber Orban. Second by Krista Van Vactor motion carried

Motion for meeting to be adjourned at 12:39 made by Amber Orban Second by Kayla Coursey
motion carried

Next Meeting Date: April 18th, 2018 at 10:30am

Legend For information/review to be discussed only if someone has questions.

Items to be presented and discussed with no formal action required.

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