

TREC BOARD OF DIRECTORS  
MEETING MINUTES

Meeting Date: January 22, 2015  
Board Business Mtg.: 5:30 p.m. to 7:30 p.m.  
Place: Belle Fourche Administration Bldg.  
Telephone Number: 605-723-8837

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Roll Call

- **Members Attending:** Brad Brunner, Janine Short (Rena Hymans and Nika Avalos on the phone)
- **Members Absent:** Deborah Bordeaux
- **Quorum Established?** Yes
- **Non-Members attending:** Marcus Bevier, Dorothy Richards and Tammy McDaniel

Business meeting began: 6:00 p.m.

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Training: None

Additions to Agenda: None

TREC Business:

- **BOD Roster & New Member Recruitment**
  - No updates or discussion

Team Communication

- **PC Minutes – December**
  - No questions or comments
- **LT Minutes – December**
  - No questions or comments

Consent Agenda

- **December 18, 2014 BOD Minutes: Review and Adoption**
- **Policies, Procedures & Forms – Lockdown Procedure**
- Content Plans of Action – None
- **2013-14 Self-Assessment Summary of Findings**
  - Has been finalized – Emailed to board members

*Motion to approve the Consent Agenda as presented*

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

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### Continuing Business:

- Website Development Contract – Digital Designs –No Update
  
- **2014 Maintenance & Improvement Projects Update**
  - Second furnace has been put in
  - Buffalo roof needs replaced if extra money at the end of the year
    - Brad would like Bev to check with insurance to see if it will cover any of the cost
  
- **Enrollment Update and Enrollment Adjustment Discussion**
  - HS – Needs 134 children – we currently have 100
  - EHS – Needs 60 – we currently have 57
  - Proposal for Enrollment Reduction
    - Marcus reviewed the proposal
    - We will be proposing a 10% reduction or 19 Head Start slots
      - ✓ Shannon/Bennett – 8 slots
      - ✓ Perkins County – 6 slots (3-Lemmon Center-based and 3-Bison Combo-Option)
      - ✓ Harding County Home based –5 slots
    - We will ask for this to be done without a reduction in money because we expect to increase quality of services in Center-based by extending hours.
  - This proposal would leave us with 9 slots to fill
  - Another option is to convert HS children to EHS children. (For every 3 HS children, we can convert that to 1 EHS child)
  - Dorothy asked if the board would like to vote on this so that we could send it in.
  - The board stated that they support the plan but no motion will be made tonight. If it is requested and we need it before the next meeting, they will do a telephone vote.
  
- **Federal Monitoring Review Corrective Action Plan to Address Noncompliances Update**
  - Linda Fiock will be interviewing staff next week
  - Marcus will sit in on the interviews as a training opportunity
  - We did receive a letter that informed us that we are eligible for our 5 year grant but we have not been contacted yet regarding the review
  - Brad feels that the interviews are just a formality
  - The board would assume that the Leadership Team and Direct Service staff will continue their exemplary behavior in regards to the review and the Corrective Action Plan

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### New Business:

- **Financial Summary Reports: December 31, 2014**

- Dorothy reviewed
  - In-kind is down due to December being a short month.
  - At the end of December, all insurances are paid up except for Workers Comp
- Financial Summary Report was handed out; also included: Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement

*Motion to approve Financial Summary Reports as presented including other reports*

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

- **2014-15 Cash Flow Projection Reports**

- Dorothy handed out and reviewed
  - EHS: 36,000.00 under budget
  - HS: 44,000.00 over budget
  - EHS budget – there were 2 cars budgeted instead of 1, and we were only approved for one (22,500.00 is for the other vehicle)

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

*Motion made by: Nika Avalos*

*Second by: Janine Short*

*Motion carried*

- **Summary of Operations Report: December 31, 2014**

- Summary of Operations
  - Home Visits – We've gotten staff back on track with Corrective Action Plans. We are looking at individual children.
  - Disabilities are low – We have not met the 10%, we have several children on referrals, and we have no control over the time it will take to get these
  - EHS looks good
  - Nika asked about the income guidelines and if we have pursued trying to get them changed. Dorothy explained that nothing has been done with this.
  - Discussion on our current guidelines and how we need to help the Federal Gov't understand our current situation in our north counties in regard to the oilfields and ranchers.
- HS & EHS Monthly Monitoring Reports
- Home Visit Corrective Action Report EHS & HS

*Motion to approve Summary of Operations Report and other Monitoring Reports*

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

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- **Resignations & Terminations: CV**

- Marcus explained that he received Cheryl Voorhis's letter of resignation effective June 30<sup>th</sup>. Dorothy explained that the letter also states that she is willing to mentor, help with projects, and work part time if needed to help the program.

*Motion to accept Cheryl Voorhis's resignation*

*Motion by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

- Hiring Recommendations: None

- **Hiring in Process:**

- HS Nutrition Support – Butte Co.
- HS Home Visitor – Butte Co.
- HS ASM Shannon-Bennett
- HS Home Visitor – Shannon/Bennett (1) (We are not hiring because we are hoping to drop that cluster.)

- Information Memorandums: None

- Meeting adjourned at 7:26 p.m.

Next Meeting Date: February 19, 2015 -5:30 – 7:30 p.m.