

**BADLANDS HEAD START: PRENATAL TO FIVE
TREC BOARD OF DIRECTORS
MEETING MINUTES**



Meeting Date: December 21, 2017
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, Jennifer Nelson, Rena Hymans, and Janine Short
Members Absent: Nika Avalos
Quorum Established? Yes
Non-Members attending: Marcus Bevier, and Dorothy Richards
Business meeting began: 6:18

Training: None

Additions to Agenda: CACFP Procurement Plan

TREC Business:

BOD Roster & New Member Recruitment

Team Communication

PC Minutes – November 15, 2017 Regular Meeting

LT Minutes – November, 2017

Consent Agenda

November 16, 2017 BOD Minutes: Review and Adoption

Motion to approve the November 16th, 2017 Minutes as presented

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Policies, Procedures & Forms

Old Business:

Maintenance & Improvement Projects

- Newell Social Site Siding
 - Still on the calendar for Collin’s siding to complete the work in Newell.
 - Waiting for a bid from Greg Cornett on redoing the floor in Newell
 - Currently we do not have a lot of families in the Newell area, but we still need the social site operational.

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- Belle Fourche Center

New Business:

Financial Summary Report: November 30th, 2017

- Head Start is projected to be \$30,000 over budget due to the Belle Fourche center renovations, as well as benefits.
- Head Start's budget is 28% spent.
- Early Head Start's budget is at 18% spent.
- Program is at 24% of the total spent at the 3 month mark.
- The administrative expense is at 19.72% of the budgeted amount spent, and must stay under 15% of the budget total.
- In-kind
 - Head Start was at \$30,151.
 - Early Head Start was at \$17,608.
 - We are at 92% of the Year to Date total.

Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report

Motion made by: Rena Hymans

Second by: Jennifer Nelson

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club

- MasterCard was less than our average monthly amount (approximately \$3,000 per month).
 - No significant expenditures on this month's statement
- Wal-Mart, again, mostly charged education supplies and cleaning supplies.
- CANS report: \$4,372.06 reimbursed.
- No leave reserve changes this year so far.
- Hunger relief is the same.
- USDA Savings is the same.

Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club Card

Motion by: Janine Short

Second by: Jennifer Nelson

Motion carried

Summary of Operations Report: October 31st, 2017

- We were one short on the Head Start side for November. Early Head Start was full. December is showing full for both programs. Will report this in early January.

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- Keeping fully enrolled is a priority of the Regional Office. 4 drops in September, and 3 in October for 7 total drops. Drops were from either too much of a time commitment or the families moved.
- Wait list numbers are pretty weak at this point in time, but we're finding children when drops occur.
- Socials are going along as planned. 23 EHS and 22 HS socials so far.
- HS completion rates: 89% YTD, with 93% this month.
- EHS completion rates: 78% YTD, with 61% this month.
 - As mentioned last month. Did drop with a HV on maternity leave and replacing a home visitor.
- Observations – There are not a lot yet because of focusing on meeting the 45 and 90 day requirements to start out the year.
- Classroom attendance is pretty good. Every center was over 85%, and some were over 90%, even with illnesses.
- There are a decent amount of dental follow ups needed.
- DIALS and ASQs have been completed with efficiency.
- IEPs and IFSPs are above the 10% required threshold.
- We met all the 45 day requirements.
- Health is overall pretty good.
- Dental follow ups and lead test are the difficult areas we always run into.

Motion to approve Summary of Operations Report and other Monitoring Reports for October as presented

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

PIR 2016 – 17

- Marcus discussed the PIR results from the prior program year. He indicated that this was submitted in August and he forgot to add this to the September and October Agendas.
- The Board discussed the results and posed basic questions to the Executive Director.

Motion to approve PIR

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Policy Council Election Policy and Procedure

- Marcus discussed the process for electing PC members to the Governing Board. Explained that although selection of PC members is mentioned in both bylaws, there is no formal policy and procedure to govern this.
- Marcus presented a formal policy and procedure that was reviewed, amended, and approved by the Policy Council

Motion to approve PC Election Policy and Procedure

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

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SF 425 - FINAL

- Marcus submitted and explained the final 425 report to the Federal Government

Motion to approve PC Election Policy and Procedure

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

CACFP Procurement Plan and Fiscal Manual Expenditure Increase

- Marcus and Dorothy presented the Board with a procurement plan for the CACFP program. The plan, mimics the language already present in our fiscal manual and is aligned with requirements set forth by the uniform guidance and Head Start (2 CFR 200 and 45 CFR 75).
- In addition to this, the ED and Fiscal Officer requested an increase in the spending authorization, from 3,000 to 3,500 USD per changes in the Uniform Guidance.

Motion to approve CACFP Procurement plan and expenditure authorization increase

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Clarkson Foundation Donation

- Marcus informed the Governing Board that the Clarkson Family Foundation donated \$1,725 dollars to TREC for use in the Harding County service area.
- TREC is grateful for the donation and a thank you letter will be drafted and submitted to Wade George on behalf of the BOD and the agency.

Health Insurance Premiums

- Marcus presented the most recent Health Insurance Premiums to the Board and engaged in discussion about moving forward with Wellmark for another year.
- There were increases to the premiums, but they were not as substantial as projected or as high as other markets.

Motion to approve Health Insurance Coverage for another year

Motion made by: Jennifer Nelson

Second by: Rena Hymans

Motion carried

Monitoring Events

- The Board will be involved, so we will start talking through some of the language the reviewers use during the December and January meetings.
- We will cover these with staff at the January All Staff.
- We meet all the requirements, but the technical language might be a bit different than we are talking
- We have the monitoring protocol to reference.

Agency Values Committee

- Tabled.

School Messenger Implementation

- It has been implemented.
- Has worked well for weather-related events. We used it often early in December.

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Resignations & Terminations: SS/Nutrition Asst. Lemmon

SS resigned to accept a position with significant wage increases

- December 8th was SS' last day.

Hiring Recommendations:

Hiring in Process:

Adjourn at 7:19.

Next Meeting Date: January 18th 5:30 – 7:30 p.m.