

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



Meeting Date: April 19th, 2018
Board Business Mtg.: 5:30 p.m. to 7:30 p.m.
Place: Belle Fourche Administration Bldg.
Telephone Number: 605-723-8837

.....
Roll Call:

Members Attending: Janine Short, Rena Hymans, Brad Brunner
Members Absent: Nika Avalos, Jennifer Nelson
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Melissa Pickle, Dorothy Richards
Business meeting began: 6:10 p.m.

Training: None

Additions to Agenda:

TREC Business:

BOD Roster & New Member Recruitment

- No discussion on this item.

Team Communication

PC Minutes – March, 2018

LT Minutes – March, 2018

Consent Agenda

March, 2018 BOD Minutes: Review and Adoption

- TREC Board members reviewed the past meeting minutes prior to the meeting and there was no discussion or corrections to the minutes as recorded.

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Policies, Procedures & Forms

- No new policies, procedures, or forms were presented at the meeting.

Old Business:

Maintenance & Improvement Projects

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



- Newell Social Site: The Newell site was finished at the beginning of the month. This was work done to repair hail damage from the prior summer. The last step was to shingle the building, and it was completed during the first week of April.
- Belle Fourche Center purchase application: Appraisal was completed in late March. The building appraised for around 300,000 USD. There are a few steps remaining to complete the application, but most have been completed.

New Business:

Financial Summary Report: March 31, 2018

- Marcus discussed the financial summary report in detail with the BOD.
 - Indicated that Head Start is currently running a tight budget at this point.
 - EHS is on track at this point and may have money left-over during the summer.
 - In-Kind for both sides is on track to meet the non-federal share requirement.
 - Administrative costs were under-budget and staying steady from month to month. We will not exceed our federal administrative costs.
- TREC reviewed the credit card and bank statements prior to the meeting.
 - Marcus asked for questions or comments on the credit card reports and bank statements at the current time.
 - There were no questions on the credit card statements.
 - No questions were posed about the expenditures in the bank statements, either.
- TREC Reviewed CANS report prior to the meeting.
 - There were no questions on the meal reimbursements for the current month.

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

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Cash Flow Projection Reports (2017-18)

- Marcus explained that currently HS is projected to be approximately 3,000 under budget at the end of the year. He also indicated that this is a projection and would hold true if expenditure amounts remained on a similar track as last year.
- Early Head Start is projected to be under budget by approximately 30,000 dollars. This is mainly because of personnel and benefits.

Motion to approve the Cash Flow Projection Report for March, 2018 as presented

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

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



Summary of Operations Report: March 31, 2018

- Marcus reviewed the summary of operations report with the BOD
 - Highlighted full enrollment and little turnover for both programs during the current year
 - Talked about the rate of home visits being in the high 70% range for both programs
 - This is good considering staff changes and absences
 - 45 and 90 day requirements are being fulfilled at 100% within the 45 and 90 day timeframes
 - Currently, we're on track to provide all socializations for both programs
 - This is impressive because of weather considerations during the current year.
 - Health statistics look good.
 - Program needs to continue to work on dental follow-ups and lead tests, though.

Motion to approve Summary of Operations Report and other Monitoring Reports for March, 2018 as presented

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

SF – 425 Quarterly

- Marcus reviewed the expenditures and receipts data with the BOD related to the quarterly 425 report.
- There were no questions or comments on the report.

Motion to approve SF-425 quarterly as presented

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

SF – 425 Semi-Annual

- Marcus reviewed the Semi-Annual 425 data with the BOD, including the federal and non-federal share data as well as any federal income earned by the program (dividends).
- There were no questions or comments on the report.

Motion to approve SF-425 semi-annual as presented

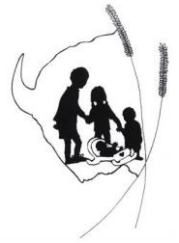
Motion made by: Rena Hymans

Second by: Janine Short

Community Assessment Updates

- Marcus communicated the yearly updates to the community wide needs assessment
- He indicated that although there weren't substantive changes to community dynamics, there was some growth in a few of the communities we serve.
- The trends in terms of possible enrollments remained similar to last year.

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



- Additionally, the school readiness focus remains the same as the data have not undergone any drastic changes.
- There was discussion around simple solutions to helping engage and support families that are particularly vulnerable.
- Adult-basic education (GED)
- Supporting single parent families
- Overall health and mental wellness for families

Motion to approve Community Assessment Updates for 2017-18

Motion made by: Janine Short

Second by: Rena Hymans

Agency Values Committee

Bison Center

- Enrollment projections for the Bison Center next year are fairly low
- Marcus has discussed this with the Regional Office
- Posed plans in terms of recruiting
- Open house and awareness campaigns for the community
- Some of this low projection is because of families dropping during the year
- Marcus discussed this with families who had questions about agency policies

Resignations & Terminations: Brittany Ruen, Teacher (Lemmon)

Hiring Recommendations:

Hiring in Process: Butte EHS HV, Harding HS HV, Lemmon Teacher, OLB HS HV

Meeting adjourned at 7:50 p.m.

Next Meeting Date: *May 24th, 2018 5:30 – 7:30 p.m.*