**Meeting Date:** August 19, 2015

**PC Business Meeting:** 12:30 p.m. – 2:30 p.m.

**Place:** BHS: P5 Administrative Office – Belle Fourche, SD

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**Roll Call:** Lisa Nelson, Stacy Stranberg, Tracy Lynch

**Others attending:** Marcus Bevier, Tammy McDaniel, Wanda Dunn, and Melissa Pickle

Quorum Established? Yes

**Additions to the Agenda:**

**PC Training:**  Eligibility Final Rule - Training

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**Past Minutes:**

* **July 16th, 2015 Minutes: Review and Adoption**
* No questions or comments

***Motion to approve July 16, 2015 Minutes as presented***

*Motion made by: Lisa Nelson*

*Second by: Tracy Lynch*

*Motion carried*

**Old Business:**

* **TREC Board of Directors Meeting Minutes – July**
* No questions or comments
* **Leadership Team Meeting Minutes** – **July**
* No questions or comments
* **2015 Maintenance & Improvements Projects Update: Buffalo Roof, Belle Hail Damage**
* Buffalo Roof: Insurance money is paying to get the shingles replaced, it is currently getting done
* Belle got hit with a hail storm and the adjuster will be coming to look at our vehicles, some we will not be fixing ($1000 deductible).
* **Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**
* Marcus spoke with Linda but with grants being a top priority at this time, there is still no resolution to our non-compliances. We should hear something for sure by the 2nd week in September. They have however, given us permission to go ahead with our 5 year grant.
* We have been compliant with everything and have fixed all of the issues. We will continue meeting all of the deadlines and making sure we are on top of things this year.

**New Business:**

* **Financial Summary Report: June 30, 2015**

Monthly Program Expenses

* Head Start and Early Head Start are under-budget at this time. We have spent approximately 84% of the total budget. We will attempt to spend this down as per instructions from Region VIII and our Fiscal Specialist.
* We are currently ordering supplies for the new classroom and playground in Belle Fourche, as well as, supplementing materials that are valid and relevant for the other Belle Fourche classroom, and Lemmon and Bison classrooms. POs are still coming in and we are spending approximately 27,000.00 so far.
* We are also ordering a copy of Creative Curriculum for every classroom which is approximately $2150 ea.
* Melissa has been very instrumental in getting all supplies ordered which will give the teachers and home visitors more tools to work with the children.
* We have also accepted a bid for a new vehicle which will be purchased from the remaining EHS budget.

In-kind

* EHS had another good month for in-kind contributions. If we can keep parent involvement at a high point, we will be in good shape
* In-kind was way over where we needed to be for last year. Great job!

Full Credit Card Reports, Bank Statements, CANS Report, USDA Saving Acct., Shopko and Sam’s Club Statements

* We will be getting more CANS reimbursements this year because we will be lengthening the day at two of the centers, which will include breakfast.
* No questions or concerns regarding the credit card reports, bank statements, etc.

***Motion to approve Financial Summary Reports as presented***

*Motion made by: Tracy Lynch*

*Second by: Lisa Nelson*

*Motion carried*

* **2014-15 Cash Flow Projection Reports**
* Marcus reviewed
* HS is under-budget $66,978 (Personnel and fringe)
* EHS is under-budget $26,000 (This will be spent down with another vehicle)
* We will probably end up sending some money back but we are spending a large portion down.

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

*Motion made by: Lisa Nelson*

 *Second by: Tracy Lynch*

 *Motion carried*

* **Summary of Operations Report: June 30, 2015**
* Policy Council
* EHS is lacking in Policy Council and Community Reps. We also need to work on HS Policy Council members and Community Reps.
* We need to get the information out there how important the Policy Council is in influencing the direction of the program, it is their kids in EHS and HS and they have a right to have a voice.
* Home Visits
* This month was a little low (vacation time). 87% completed overall
* Formal Observations
* We have changed the observation sheets. We have had observations, but it is not being documented correctly. The new form will definitely correct this and there will be no confusion regarding what this is.
* TS GOLD, ICPs
* Still at 100% with the 45s and 90s. People are conscious of when the dates are and getting these done and will continue meeting the deadlines.
* GOLD aggregation – this is going to change so that it is a little more relevant in terms of our five year goals. We will align our aggregation with the goals, etc.
* We want to look at program wide, but we also want to look at specific sites, and where we need to do training, etc.
* Health
* Health numbers look good. Marcus explained the follow up dentals and how they are counted.

***Motion to approve Summary of Operations Report***

*Motion made by: Tracy Lynch*

*Second by: Lisa Nelson*

*Motion carried*

* **2nd EHS Vehicle – Approval of Purchase and Bid**
* Marcus reviewed the process
* We had to do a 424 form to have office of HS approve moving moneys to purchase a new vehicle.
* Hersruds of Belle Fourche had the low bid and we are recommending accepting their bid.
* Stacy asked if it will hurt us that we traded in 2 vehicles. Marcus explained that no we needed to trim down our lot. The two vehicles have sat quite a while. We pride ourselves in providing safe and reliable Safe and reliable vehicles

***Motion to approve the purchase and bid for the 2nd EHS Vehicle***

 *Motion made by: Lisa Nelson*

 *Second by: Tracy Lynch*

 *Motion carried*

* Policies, Procedures & Forms: None
* Content Plans of Action: None
* **Hiring Recommendations:**
* EHS HV – Bison (Ericka LeVeque)
* Currently employed with State of SD
* Has some experience with children but willing to learn (trainable)
* Good communicator – very personable and professional and intelligent
* Melissa and Marcus reviewed info
* Lisa commented that she hadn’t gotten back to us on certain things, Marcus commented that she did get everything done, references were great
* Teacher – Belle Fourche Center (Class 2) (Pam Riesland)
* We interviewed a couple of clients for this
* She has taught in Newell for a couple of years.
* Combined experience of approx. 25 years
* She had requisite knowledge in order to be successful
* This is her life’s work and what she is passionate about
* References were good
* Melissa commented that ½ of her experience was with preschool, the other in Kindergarten. She is willing to get additional training. Melissa is excited about bringing her on board
* Lisa commented that she was one of her children as a student. She has a genuine love of children
* Teacher Assistant – Belle Fourche Center (Class 2) (Tori Sallee)
* Tori had an eagerness about her, willing to learn, prior experience in daycare
* Interviews went well with her
* She will need to get into CDA training, will be mentored
* References were ok
* Melissa really appreciated, some of her answers to some of the questions in the interview
* Lisa can see the teacher and assistant as a good team
* EHS HV – Harding Co. (Christina Norman)
* Christina is currently in the Nisland area and moving to Buffalo
* All background checks have come back
* She is used to going into people’s homes with previous jobs
* References were ok
* Lisa said she had a good interview, also Ruth was appreciative of her
* She has done a lot of work with children with autism
* HS HV – Harding Co. (Jaylene Wade)
* Jaylene Wade was doing combination EHS/HS, the in-house ad went out and Jaylene was interested in doing Head Start
* EHS/HS HV – Butte (Betty Zwetzig)
* Betty has been with us a number of years; she is interested in doing HS along with her current EHS families. We will be hiring an additional person to fill out caseloads after losing Laura Fox

***Motion to approve the recommendations for hire listed above***

 *Motion made by: Lisa Nelson*

 *Second by: Tracy Lynch*

 *Motion carried*

* **Resignations**
* Laura Fox has opted to take a different job. We will be looking for a part-time position to fill caseloads

***Motion to approve the resignation of Laura Fox***

 *Motion made by: Tracy Lynch*

 *Second by: Lisa Nelson*

 *Motion carried*

* **OHS Items:**
* We had our annual site visit from Region VIII Program Specialist and it went really well
* Linda had some great things to say which is testament to everyone’s hard work
* There will be another site visit in November after we begin the 5 year, which will be a little more formal.
* Information Memorandums: None
* **Public Comment:**
* Notice of Proposed Rulemaking is still up for comment
* **NHSA and SDHSA Reports:**
* We are busy soliciting sponsors. We have a meeting in September.
* Parent Committee Meeting Reports & Requests: None
* **Eligibility Final Rule – Training**
* Wanda and Marcus reviewed.
* March 12th the Final Rule was determined
* What we have to do to determine whether a child is eligible and in what category.

Next meeting will be September 16, 2015.