**Meeting Date:** May 17, 2016

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

**Place:** Administration Office Belle Fourche, SD

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**Roll Call:** Courtney Fischbach, Jessica Carr and Lisa Nelson

**Others attending:** Marcus Bevier and Tammy McDaniel

**Quorum Established?** Yes

**Additions to the Agenda:**  None

**Training:** None

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**Seating the New Policy Council Members** - None

**Past Minutes:**

**April 19th, 2016 Minutes: Review and Adoption**

* No questions or comments

***Motion to approve April 19th, 2016 Minutes as presented***

*Motion made by: Lisa Nelson*

*Second by: Jessica Carr*

*Motion carried*

**Old Business:**

**TREC Board of Directors Meeting Minutes – April**

* No questions or comments

**Leadership Team Meeting Minutes** – **April**

* No questions or comments

**Maintenance & Improvements Projects Update – Upcoming Projects (Belle Admin)**

* Marcus reported that we received an estimate of approximately $17,000.00 from one company for the Belle Administrative building’s roof, which included the entire roof done with dry bit. We also had an insurance adjuster come out to take a look at our building. The insurance will only pay for the damaged parts, but we would like to do the whole roof. Marcus spoke with the regional office and our auditor at Ketal Thorstenson, and it was determined that it would not require prior written approval to spend the additional money we will need after insurance. We will be sending out bid letters to have this project done with dry bit.
* Marcus also reported that we will siding the Newell building as well as do the roof, due to hail damage. We do have insurance money to take care of this.
* We are repairing vehicles that received hail damage; as well as, repairing one vehicle which had damage due to an accident. We have insurance money for these as well.
* We are going to have the Buffalo basement checked out. We have had some water leakage, and some points that it is leaking through the foundation. We will get an estimate and have this repaired.

**Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**

* Marcus spoke with Linda last week, and this project has been turned over to other staff at the Regional Office. We have submitted all of the requested documentation that was needed. We will be notified when it is complete.

**New Business:**

**Financial Summary Report: April 30th, 2016**

* Marcus reviewed the April Financial Summary Report
* Training and Technical Assistance
* Our training money is getting spent. We have several staff that have trainings planned in the next few weeks, as well as, plans of ordering materials for trainings. We also plan to have a Child Plus trainer come on site to train the Admin. Staff on Child Plus.
* We have spent approximately 63% of our grant money, and should get it all spent.
* In-kind
* EHS and HS both look really good. We will be getting all of the end of the year Head Start in-kind into the system and anticipate it being enough so that we don’t have to do In-kind in the summer. EHS still has time throughout the summer to get theirs, but currently they are on track.
* No significant worries at this time

***Motion to approve the Financial Summary Report as presented***

*Motion made by: Jessica Carr*

*Second by: Lisa Nelson*

*Motion carried*

**Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam’s Club, USDA Savings Acct.**

* Marcus reviewed
* No questions or comments

***Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented***

*Motion made by: Lisa Nelson*

*Second by: Jessica Carr*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

* Marcus reviewed the Cash Flow Projection Reports
* Head Start is approximately $26,500.00 under budget. When people are finished working in May, and final payroll is submitted, we will know where we stand
* Early Head Start is approximately $75,600.00 under-budget. We haven’t ordered our new vehicle yet which will come out of Early Head Start.
* We will also be spending additional monies on supplies, a new SPOT machine for our Health Dept., and other necessary materials to enable our teachers and home visitors to continue quality services to our families.

***Motion to approve the Cash Flow Projection Report***

*Motion made by: Jessica Carr*

*Second by: Lisa Nelson*

*Motion carried*

**Summary of Operations Report: April 30th, 2016**

* Enrollment Reports:
* Head Start is currently under-enrolled. This is due to the lack of a home visitor in Oglala Lakota/Bennett Counties. The majority of drops during the year were due to moving. Wait list is still primarily over-income families.
* Early Head Start is also currently under-enrolled. We were also short a home visitor, but we have hired a new home visitor in Butte Co.
* Family Partnership – Everything came in really well.
* Policy Council – We still need more Community Representatives.
* Socials - Socials are at 100% for both programs.
* Home Visit Completion Rates – Overall looks good. Looking at data historically, we have done really well this year.
* Formal Observations – Marcus spoke with ASMs and this is attributed to a form that we have (whether it is a formal or informal observation). We will take the summer to get this form done so that the data is more accurate. Marcus is confident that we have reached our goals in HS and EHS observations. CLASS observations will be done after today. Melissa is doing the last one today. When we get these done we will sit down to discuss training that we may need based on these.
* Classroom Attendance – Looked really good overall.
* GOLD/ICPs – We are still getting these in for EHS and most of HS is done
* DIALS and ASQs – These were at 100% all year. (45 day and 90 day requirements)
* Health – Looks good, completed dentals are a little out of our control.

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

*Motion made by: Lisa Nelson*

*Second by: Jessica Carr*

*Motion carried*

**2016-17 Grant Application – Application Narrative, Budget Narrative**

* Marcus reviewed the Grant Application items that were added or modified.
* Program Goals – There was one modification related to Parent Family Community Engagement piece. Marcus explained. Marcus reviewed progress on the goals, which he will be doing a couple of times a year.
* Conversion - Marcus reviewed the conversion that he is proposing in the grant. This was discussed last month with the Policy Council and the TREC Board. He is proposing moving 12 Head Start slots in Oglala Lakota/Bennett Counties to 4 Early Head Start slots in Butte Co. This is largely due to the inability to recruit and retain staff to provide services in Oglala Lakota/Bennett Counties. There is also a need in the Butte Co. area, as well as, this making logical sense to streamline the Early Head Start to the Head Start option. He spoke with Community members in the OLB area that were not in total support of this conversion because of the need on the reservation, but he explained that Region 11 traditionally takes care of this program in these counties. He also explained that we feel that there are adequate services on the reservation serving children, and our conversion would not have a huge impact.
* Early Learning Outcomes - We will work on the Early Learning Outcomes. Melissa will be doing that alignment this summer.
* Looking at changing Teaching Strategies GOLD for the EHS age children. It is not sensitive enough. We will be looking at other programs that will work better for us.
* Marcus pointed out the updated ORG chart
* It reflects the change on Melissa Pickle’s job description, as well as, the open positions.
* We will not be hiring an ASM in OLB.
* Marcus explained that we would like to add a floater position to the Belle Center next year. The Administrative Office staff handled it this year, but we would like to grow our sub list and have a floater.
* If the conversion is approved, we would add another EHS position in Butte Co. and take our caseloads down to 10.
* Wanda completed a certification and Melissa picked up IMIL training certificate.
* We did bump our hours down to 6 hrs. in our Belle and Lemmon classrooms.
* Budget is pretty straightforward. We had to convert dollars to Early Head Start due to the conversion. It would amount to $9000 per child per year. Moved $35,000 to account for 4 slots.

***Motion to approve the 2016-17 Grant Application***

*Motion made by: Lisa Nelson*

*Second by: Jessica Carr*

*Motion carried*

**Self-Assessment Summary of Findings**

* Marcus reviewed the Self-Assessment Summary of Findings
* Had a couple of repeats in Family Community Engagement. We need to recruit volunteers. We need to reach out of other organizations and tell them about training opportunities that may interest them. We also need to provide information on Community Resources. Also, establish formal networks in the community. We need to work on our enrollment, and keep it up
* Governance – We need to provide training to Board and PC on Designation Renewal.
* Mental Health – We need to provide Attachment Training to staff, children, and families in the program – Becky will focus on this
* Planning and Operations – We need to more adequately distribute our Community Assessment with other organizations – Marcus will do this.
* Education – We need to make more effort to better communicate the School Readiness Goals to our direct service staff. Also provide training to the Board and PC on School Readiness Goals
* Financial Management – We will submit the 941 report to the Board and PC on a quarterly basis, which we have already started.
* Human Resources – We need to make sure we have an adequate list of substitute teachers for our center-based locations.

***Motion to approve the Self- Assessment Summary of Findings***

*Motion made by: Lisa Nelson*

*Second by: Jessica Carr*

*Motion carried*

**Cost of Living Adjustment – 1/8%**

* Below in the Program Instructions

**Resignations and Terminations:** None

**Hiring Recommendations: Rebecca Gervais-Larson**

* Marcus reported that we have hired Rebecca Gervais-Larson as the Butte Co. Home Visitor to replace Kelly Dykhoff. Rebecca has been given quite a lot of training this past week, as well as, ride along with other Home Visitors. He reviewed her credentials and commented that she is very knowledgeable and he feels that she will be a very good fit for our families. Rebecca has worked with children in her chiropractic capacity, but is just very excited to impact the whole family. Melissa Pickle commented that she is very excited to have her on board.

**Hiring in Process: Bison EHS HV**

* We have currently received 3 applications for this position. Marcus will take a look at them and schedule interviews next week.

**United Way of the Black Hills**

* No movement on this.

**Program Instructions:**

* **PI-16-02 – Duration of Funds**
* Marcus reported that the Office of Head Start is awarding extra funds for Head Start Programs that will increase their hours to at least 1020 hours (Which would put Head Start programs into a 10 or 11 month program, 5 days per week)
* Marcus is going to distribute a survey to see what families think regarding our program doing this.
* Courtney feels that there would be conflict for families having the schedule different from the elementary school. While their elementary children are out of school in May but their Head Start children going through June. Most of the surrounding area schools are 4 day week schools. She also commented that 5 days a week would be hard on teachers.
* Marcus commented that he will wait to get the survey results in, but there will not be a lot of time for data analysis and planning. He will also be discussing this with the TREC board.
* **PI-16-03 – 1.8% Cost of Living Increase**
* We have been allotted at 1.8% Cost of Living Increase. Marcus has embedded that into our grant. Each person will receive a 1.8% increase in pay, as well as benefits. This would break down to $1000 less on Head Start and $1000 more on Early Head Start due to conversion which is written into the grant. He has communicated this to the regional office.

*Next PC meeting date will be June 14th*

***Motion to adjourn meeting at 2:00 pm***

*Motion made by: Lisa Nelson*

 *Second by: Jessica Carr*

 *Motion carried*