**Meeting Date:** June 28, 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, Shawn Neal, and Amanda Yung

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

**Quorum Established?**

**Additions to the Agenda:**  None

**Training:** None

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

**Past Minutes:**

**May 17th, 2016 Minutes: Review and Adoption**

* No questions or comments

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

*Motion made by: Shawn Neal*

*Second by: Amanda Yung*

*Motion carried*

**Old Business:**

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

* No questions or comments

**Leadership Team Meeting Minutes** – **May**

* No questions or comments

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

* We sent bid letters out on the Fascia roof project at the Belle Admin. Office for prospective contractors. We would like the job finished and billed by Aug. 31st. We will bring the successful bidder back to the PC to get approval. It is going to run approx. $20,000.00.
* We have a bid letter out for the siding and roofing on the Newell building. Letters are due back by July 8th. We have an insurance check for a portion of the project.
* We had Blackburn Basement Solutions take a look at the corrosion around the walls of the Buffalo basement. We will need prior written consent from the Regional Office because it will be a structural repair. Approximately $15,000 was quoted. We will be looking at this in the near future.

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

* Marcus reported that Janet Flaugher from the Regional Office has been in contact with him regarding this. He has submitted additional items that were needed. He has gotten notice this morning that it is on the desk of Blanca Enriquez, for his signature. This is good news!

**New Business:**

**Financial Summary Report: May 31st, 2016**

* Marcus reviewed the May Financial Summary Report
* Head Start has spent approximately 80% of their budget.
* Training and Technical Assistance This is nearly spent. We are working on spending the remainder. We have Child Plus coming in in Aug. $3500.
* Early Head Start has spent approximately 72% of budget. We still need to purchase a vehicle. We submitted it for $30,000.00 because we will be replacing the Expedition.
* In-kind We are close. Head Start is at approximately 98% of goal. Early Head Start is doing well.

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

*Motion made by: Shawn Neal*

*Second by: Amanda Yung*

*Motion carried*

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

* Marcus reviewed
* He commented that the credit card was fairly high due to education supplies being ordered. There were also several hotel stays on the card.
* No questions or comments

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

*Motion made by: Shawn Neal*

*Second by: Amanda Yung*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

* Marcus reviewed the Cash Flow Projection Reports
* Head Start is approximately $19,000 under budget.
* Early Head Start is approximately $49,000 under-budget.
* We would like to purchase a SPOT machine for the Health Department with Policy Council approval.
* The planned building repairs will be taken out
* We will be ordering education supplies, etc. to expend the remainder of the money.
* Marcus will talk to Regional Office to see about carry-over to fix the Buffalo basement.

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

*Motion made by: Amanda Yung*

*Second by: Shawn Neal*

*Motion carried*

**Summary of Operations Report: May 31st, 2016**

* Enrollment Reports: 105 out of 115 for May (under enrolled) Reason we are applying for conversion. Drops were higher this year. Exit surveys don’t give us enough information. Over income children…EHS has 3 income eligible. We should be full this month in EHS.
* Family Partnership – coming in well. Family Assessment for next year will change. We will tie the Child and Family Assessment together via content.
* Policy Council -
* Socials
* Home Visit Completion Rates
* Head Start Home Visits were at 84% overall. This is very high.
* Marcus recognized one of our home visitors in Oglala-Lakota/Bennett Co., JoAnn Rooks, who had the highest percentages in Home Visits. This is one of the most challenging areas. JoAnn Rooks does an awesome job.
* Early Head Start is a little lower. Butte A and B inherited some of Butte E’s families. The new Home Visitor is coming along very well.
* Formal Observations - Observation form has been revamped. The number displayed does not reflect the actual number of observations that were done due to there being a discrepancy in what constituted a “Formal” observation.
* Classroom Attendance – Overall was very good. Lowest was 87%. Highest was 92%.
* GOLD/ICPs – 45s and 90s were all 100%
* DIALS and ASQs
* Health – Everything looks great. Dental Follow-ups are historically low due to the child needing to get ALL of their follow-ups completed before they can be counted.

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

*Motion made by: Shawn Neal*

*Second by: Amanda Yung*

*Motion carried*

**Wage and Salary Study:**

* Marcus reviewed the Wage and Salary Study. He reported that we are fairly competitive the way we structure our salaries.
* We had 11 respondents but Marcus commented that not all agencies are structured the same**.** There is also a variance in size and scope.
* Agencies that have a higher wage for Home Visitors require a bachelor’s degree.
* Area Service Manager depends on educational requirements, experience, etc.
* Benefits: We do pretty well. Marcus commented that Oahe doesn’t even offer insurance. Courtney asked how they get away with this with Obama Care.
* Melissa asked if there is any room to explore wages for Home Visitors. Marcus commented that this could be discussed at a later date.

***Motion to approve the Wage and Salary Study***

*Motion made by: Amanda Yung*

*Second by: Shawn Neal*

*Motion carried*

**Health and Safety – Spot Machine Purchase**

* Marcus handed out the quotes that were received for the SPOT machine and asked for approval to spend up to $7500.00 for this purchase.

***Motion to approve the purchase of a Spot Machine***

*Motion made by: Shawn Neal*

*Second by: Amanda Yung*

*Motion carried*

**Resignations and Terminations:** Malynda Wolf and Julie Kammerer

* Marcus handed out the resignation letters for Malynda Wolf and Julie Kammerer.
* Malynda is going to pursue a personal business venture. We hate to lose her but we wish her luck. Her resignation is effective July 15th
* Julie is also going to pursue a business venture of her own.

***Motion to approve the resignations of Malynda Wolf and Julie Kammerer***

 *Motion made by: Amanda Yung*

 *Second by: Shawn Neal*

 *Motion carried*

**Hiring Recommendations:**

* **Amber Ingels –** Amber’s hire was approved in a PC phone vote. Marcus reviewed her credentials**.** He also reported that she is also aware of the training that will be required of her. She will begin going on home visits with Christina Norman.
* **Tracy Karels –** Marcus reviewed her credentials.References were good. We have received her criminal background check and child abuse check. The interview committee would like to recommend the hire of Tracy Karels for the position of
* **Hazel Vilhauer –** Marcus would like to recommend the hire of Hazel Vilhauer for the position of Health, Nutrition Safety Specialist (Malynda’s position). He interviewed her this morning and discussed the position with her. He reported that she is a self–starter, and has worked closely with Malynda and understands the position very well.

***Motion to approve the hires of Tracy Karels and Hazel Vilhauer***

 *Motion made by: Shawn Neal*

 *Second by: Amanda Yung*

 *Motion carried*

* **Hiring in Process:** We will be hiring aFloater in Belle Fourche to help out with the Center. We will also be hiring a person for Hazel’s position.
* **Bison Teacher:** We have been advertising for a teacher at the Head Start Center in Bison, but have not received any applications as of today. Cheri Butsavage is currently the Teacher Assistant and has been encouraged to apply. The Head Start standards say that 50% of teachers nationally should have an Early Childhood Education Degree. Cheri doesn’t meet the requirement but we she does have a CDA.She has applied for the position, and if hired we would request a waiver.

**Executive Session**

***Motion to go into Executive Session***

 *Motion made by: Amanda Neal*

 *Second by: Shawn Neal*

 *Motion carried*

***Motion to terminate KK***

*Motion made by: Amanda Yung*

 *Second by: Shawn Neal*

 *Motion carried*

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

*Motion made by: Shawn Neal*

 *Second by: Amanda Yung*

 *Motion carried*

*Next PC meeting date will be July 19th, 2016*