

POLICY COUNCIL

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| Meeting Date: | February 21, 2018 |
| PC Business | 10:30 AM to 1:00 PM |
| Mtg.: | |
| Place: | Belle Fourche Administration Office |
| Contact | 605-723-8837 |
| Number: | |

Roll Call: Quorum Established? Yes
Travis Maier by phone Ashley Flynn, Krista VanVactor, Kayla Coursey
Staff Marcus Bevier and Wanda Dunn

Training:

Seating New Reps: Elizabeth Anderson (alternate), Josie Richardson, Stephanie McMahon (alternate),
Kayla Coursey Kristi Rose, BrandyLynn Flaigg (alternate), Misty Hernandez, Michelle Vocu
(alterante), Krista Gerbracht (alternate), Julia Lermeny, Kayla Coursey

Additions to Agenda: Lemmon Parent Activity F11
Appraisal approval

POLICY COUNCIL BUSINESS MEETING

Past Minutes:

- B.1 January PC Minutes Review and Adoption, February Teleconference Minutes**
- Motion made by Krista VanVactor to accept January PC minutes and the February Teleconference minutes
Second Travis Maier Motion carried

Old Business:

- C.1 TREC Board of Directors Meeting Minutes - January, 2018**
C.2 Leadership Team Meeting Minutes - January, 2018
C.3 2018 Maintenance & Improvement Projects Update: Newell Social Site
Newell site was beat up in a hail storm due to too much glass in carpet we decided to pull the carpet and lay a hardwood floor which has currently been put in. This had been approved in July. Waiting on siding and roofing. Building is currently useable now. Hills material does need to redo a few transition pieces.

New Business:

- F. 0 Seat new PC Representative**
- Motion made by Krista VanVactor to approve Kayla Coursey as the PC Rep for Butte A.
Second Travis Maier Motion carried
- F.1 Financial Summary Report: January 31, 2018**
Half of Head Start grant spent to date and 47% on personnel and benefits other account says we have spent 70% this does not take into account CANS reimbursement.
EHS remains under budget. Welcomed them to come in and look at the financial document which gets into the breakdown details.
Admin expenditures are right on.

Ashley asked about the other category at 168% spent for EHS. This was due to insurance premiums that are paid at the beginning of the year for admin cost. Marcus will look into why this is reflected in the expenditure. EHS is ahead on inkind and HS is a little under. Together we are on target.

Motion made by Kayla Coursey to approve the Financial Summary Report
Second Krista VanVactor Motion carried

F.2 Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club, Cash Flow Projections

Projected \$21,169 under budget in EHS. Due to staff positions open this will increase. HS was projected to be over budget by \$20,000. This will continue to come down due to staff positions open. More money will probably come in for CANS than we have projected. These projections are based on what was spent last year.

Motion made by Krista VanVactor to accept the CC Card, bank statement, CANS. Store accounts and cash flow projections.

Second Kayla Coursey Motion carried

F.3 Summary of Operations - January, 2018

Marcus went over the summer of operations. There will be a report on the 2nd aggregation next month. We have been 100% in our 45/90 requirements. We are above the threshold on IEP/IFSP. Many of our children are receiving services for speech. Dental follow ups and leads need to continue to be worked on. We have worked on some marketing materials to share with parents to help them understand the importance of getting their children in the dental chair at an early age. Ashley added the Delta Dental bus will be in Belle Fourche next and Krinda Box said they had openings. This is the last year the Dental bus will go to Bison.

Motion made by Krista VanVactor to approve the Summary of Operations

Second Kayla Coursey Motion carried

F.4 Focus Area 2 - At a glance

Marcus will send his power point and notes that he has that he went over last month. He asked that they look over the document. There will be a PC meeting during the review. The review will be the week of March 26. The PC meeting will be March 28.

F.5 HS/EHS Enrollment Application - 2018/19

Wanda explained the new application in which there was one slight change made but no changes to the information.

Motion made by Kayla Coursey to approve the Enrollment Application for 2018/19.

Second Krista VanVactor Motion carried

Appraisal Approval:

In commercial real estate you pay around \$3000 to \$5000 to get the property in Belle Fourche where our center is located. Marcus contacted several appraisers and the cost was consistent at the \$3000-4000. Marcus would like to get an approval of \$4000 to get the building approved. He is looking into grant opportunities to help with this cost.

Motion made by Krista to pay up to \$4000 to pay an appraiser.

Second by Travis Maier Second Motion carried.

F.6 Agency Values Committee Tabled

- F.7 Resignations & Terminations: AK - Harding Co. Home Visitor**
 Motion made by Krista VanVactor to approve the resignation of Alicia Kokesh.
 Second Kayla Coursey Motion carried
- F.8 Hiring Recommendations: Tracy Karels - Lemmon Nutrition (approved on 02/14)**
- F.9 Hiring in Process:**
- F.10 Parent Committee - Parent Activity**
 Lemmon center parent activity is to eat at the center and go to the Grand River
 Museum. Funds would be spent on polished rocks (approximately \$50 on rocks) and
 to build a sluice for the center to have a dig site.

Motion made by Krista VanVactor to approve the Lemmon Center parent activity.
 Second Kayla Coursey Motion carried

Next Meeting Date: March 28th, 2018 at 10:30am
 Meeting adjourned at 12:00

Legend For information/review to be discussed only if someone has questions.
Items to be presented and discussed with no formal action required.
Items to be presented and discussed with formal action required.