

TREC BOARD OF DIRECTORS
MEETING MINUTES

Meeting Date: February 19, 2015
Board Business Mtg.: 5:30 p.m. to 7:30 p.m.
Place: Belle Fourche Administration Bldg.
Telephone Number: 605-723-8837

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Roll Call

- **Members Attending:** Brad Brunner, Janine Short, Rena Hymans
- **Members Absent:** Nika Avalos, and Deborah Bordeaux
- **Quorum Established?** Yes
- **Non-Members attending:** Marcus Bevier, Dorothy Richards and Tammy McDaniel (Wanda Dunn got to meeting at 7:15)

Business meeting began: 6:00 p.m.

Training: None

Additions to Agenda: Add: **Back Pay for ED** under New Business
Add: **Survey Report** under New Business

TREC Business:

- BOD Roster & New Member Recruitment
 - We need to replace Sophia Lone Hill
 - Marcus stated that he knows people in the Belle Fourche area that may be interested in joining the TREC Board. He will talk with them

Team Communication

- PC Minutes – January
- LT Minutes – January
 - No questions or comments

Consent Agenda

- January 22, 2015 BOD Minutes: Review and Adoption
- Policies, Procedures & Forms – None
- Content Plans of Action – None

Motion to approve the Consent Agenda as presented

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

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Continuing Business:

- **Website Development Contract – Digital Designs**
 - Marcus gave an update on the progress of the website
 - The Website Committee met this week to discuss a roll out plan
 - We are set to launch in a few weeks.
 - We are inputting: Board Minutes, PC Minutes, Reports, info about the program, photographs, etc.
 - Marcus asked Rena Hymans if she would take a look at our Photograph Permission Authorization to make sure we have the correct terminology for putting pictures on the web.

- **2014 Maintenance & Improvement Projects Update – Buffalo roof, Belle Fourche Office**
 - Bev is going to talk to the insurance company regarding the Buffalo roof. If the insurance won't cover it, we will make this a priority contingent on the budget.
 - We will be having someone take a look at the roof of the Belle Fourche Administrative building. We are having a problem with water dripping off of the roof onto the sidewalk and freezing, which is a safety concern. This is also contingent on the budget.

- **Enrollment Update**
 - Presentation of reduction plan to Region VIII
 - Marcus spoke with Linda Fiock, from Region VIII, a couple of weeks ago, and she stated that we have been under-enrolled for 4 months.
 - Marcus has updated the Enrollment Reduction Plan which Wanda and Dorothy helped put together with the board, and Brad Brunner consented to presenting it to Region VIII.
 - Marcus is waiting to hear from Linda regarding when she will be able to schedule a meeting via conference call regarding the Enrollment Plan.

- **Federal Monitoring Review Corrective Action Plan to Address Noncompliances**
 - The interviews with Region VIII are scheduled for Friday, February 20th from 9-11 a.m.
 - In the interview, each of the eight non-compliances will be covered, with the ED, Content Specialists, ASMs, TREC Board and Policy Council in attendance.
 - Marcus feels that we have made progress in all of the areas compared to last year. There has been significant improvement over the last 4 months.
 - Staff did a great job!

New Business:

- **Financial Summary Report: January 31, 2015**
 - Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club
 - Marcus reviewed the Financial Reports.
 - HS Expenses – we are at 40% of the current budget spent
 - EHS Expenses – we are at 37.88% of the current budget spent

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- Admin. – No concerns – we are at 34% of total budget for the year
- In-kind –
 - HS in-kind is down a little – we are only at 80% of expected
 - EHS in-kind looks great – we are at 106% of expected
 - There is room for improvement in this area. We have had discussion regarding this as a team. We sometimes need to walk parents through it and help them to understand that volunteer hours equate into dollars.
 - We are going to keep a close eye on this.

Motion to approve Financial Summary Report as presented including other reports

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

- **2014-15 Cash Flow Projection Reports**

- HS – Over-budget by \$21,104.00 - due to Dorothy budgeting some salaries into the summer, etc.
- EHS – Under-budget by 36,709.00
- In the next couple of months Dorothy will reevaluate the salaries and it should balance

Motion to approve the 2014-15 Cash Flow Projection Report as presented

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

- **Summary of Operations Report: January 31, 2015**

- Looking for more Policy Council Representatives – we are getting the word out.
- Health Services – 45s and 90s are good – no concerns (we've kept this up for several months)
- Home Visit rates in some areas are low
 - We are lacking leadership in the Shannon/Bennett area. We will be re-advertising for the ASM position.
 - Marcus has been very proactive working with the Shannon-Bennett home visitors. He speaks with the girls every day. He will also be going down to Shannon/Bennett to meet with the home visitors and go on a home visit with them. In the last 4 months they have increased their home visit rates, but not quite far enough. We will continue to work on this going forward.
 - Rena commented that she thought it was a great idea for Marcus to invest some time in our Shannon/Bennett area. Maybe we could get a spot on the radio announcing new leadership for the organization and doing some outreach in that area.
 - Formal observations – we are low in this area - Marcus is confident that we can bring this up.
 - EHS Home Visits – numbers are slightly low, there is room for improvement.
- HS & EHS Monthly Monitoring Reports – EHS & HS

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- Home Visit Corrective Action Report EHS & HS
- New format for Summary of Operations Report
 - The Board liked the new format. Marcus will be tweaking it a little more.

Motion to approve Summary of Operations Report and other Monitoring Reports

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

● **Self-Assessment Plan and Schedule**

- Marcus explained that we will be ordering the new CAT scan this year. It will cost approximately \$150. It has been updated to include the five year grant
- Marcus handed out the tentative schedule for the Self-Assessments, asking for board members to look it over with their schedules to see if they could attend at least 2 of the Self-Assessments. Brad, Rena and Janine gave Marcus times and dates that they are available.

● Resignations & Terminations: None

● Hiring Recommendations:

- Alma Meza has been approved by the Policy Council and has started her position as HS Nutrition Support at the Belle Fourche Center.
- HS Home Visitor – Butte Co. – We have gotten the background checks and Policy Council approval for Kay Kornemann. She will be starting her position soon.

● Hiring in Process:

- Brad asked when we will be advertising Cheryl's position. Dorothy and Marcus commented that they will start advertising in a couple of weeks, and they also plan on going to some job fairs at colleges (SDSU for sure since they have an Early Childhood degree). We will be revising the ad because this position is now a nonsupervisory position.

● Sophia Lone Hill:

- Rena suggested that we acknowledge Sophia's years of service as a TREC Board Member. Maybe a write up in the local newspaper. Ideas were discussed. No decision was made.

● Back-pay for Marcus Bevier:

- Dorothy commented that she would like to get approval from the board to give Marcus back pay for the time he put in prior to his start date.

Motion to compensate Marcus Bevier for 20 hours of work

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

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- **Surveys (Wanda)**
 - Wanda reviewed the survey results that she had distributed to the Centers.
 - Belle Fourche -The extension of the day is favorable if it is something we decide to do
 - Bison – Majority was good with 4 days a week, but did not want the extension of hours.
 - Lemmon – Only received 5 surveys back. Majority wanted extension of hours (8:00-3:30)
- Information Memorandums: None
- Public Comment Period: (1) Information Collection
- Meeting adjourned at 7:15 p.m.

Next Meeting Date: March 19, 2015 -5:30 – 7:30 p.m.