

**BADLANDS HEAD START: PRENATAL TO FIVE
TREC BOARD OF DIRECTORS
MEETING MINUTES**



Meeting Date: January 18th, 2018
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, Jennifer Nelson, Rena Hymans
Members Absent: Nika Avalos
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, Melissa Pickle
Business meeting began: 6:09 p.m.

Training: Focus Area 2 Aligned Monitoring System Training

Additions to Agenda:

- Proposed agency reorganization

TREC Business:

BOD Roster & New Member Recruitment.

- No new information presented on this topic at the current time

Team Communication

PC Minutes – December, 2017 Regular Meeting

LT Minutes –December, 2017

- Brad sought any comments or feedback on the LT or Policy Council minutes from the previous month.
- No comments or feedback were given with regard to these minutes.

Consent Agenda

December, 2017 BOD Minutes: Review and Adoption

- Brad asked the members for comments on the December, 2017 TREC Board minutes.
- Members reviewed the minutes, and no questions were posed.

*Motion made by: Jennifer Nelson
Second by: Janine Short
Motion carried*

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Policies, Procedures & Forms

Old Business:

Maintenance & Improvement Projects

- Newell Social Site
 - Updates were given by Marcus related to the builder's schedule and when to expect the project to be completed.
 - TREC received a no limit extension on the insurance monies.
 - The repairs are a result of the June/July hail storm in the community.

New Business:

Financial Summary Report: December, 2017

- Marcus detailed the current financial expenditures to date. He indicated that administrative costs are on target right now, and we are making good progress in fulfilling our non-federal share requirement for the grant.
- Marcus also reviewed the cash flow projections and the expenditures to date. He detailed that Head Start has expended about 38% of its budget to date. In addition, the cash flow projections have us projected to be 27,000 over budget. Marcus has options to save money and will discuss those. Early Head Start is under budget and only spending 28% of budget to date.

Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club

- Marcus asked for any relevant questions about the reports.
- No comments on the reports at this time.

Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club Card

Motion by Rena Hymans

Second by: Janine Short

Motion carried

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Cash Flow Projection Reports (2017-18)

- Head Start is currently projected to be over budget by approximately 27,000 dollars. Much of this is due to higher rents, building improvements, and personnel salary/benefits.
- The Board asked questions about potential solutions and if this would make up any ground in the coming months.
- Dorothy indicated that she was not panicking at this point in time, but there was some concern.
- Marcus relayed that he prepared some cost-saving options for the Board to consider that would set the agency up for a leaner administrative team and promote future cost-savings.
- Early Head Start was under budget by 19,000 dollars. This figure takes Newell renovations into consideration.

Motion to approve the Cash Flow Projection Report for June as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Summary of Operations Report: December, 2017

- Marcus reviewed the summary of operations report for the TREC Board.
- He detailed that we were fully enrolled in December and will report full enrollment in January as well.
- Home visit rates and attendance were also discussed in detail. Marcus indicated that the reason for lower attendance in December was because of weather and illness.
- Family community partnerships data were reviewed as well.

Motion to approve Summary of Operations Report and other Monitoring Reports for June as presented

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Agency Values Committee

Fall Aggregation Report

- Melissa delivered a detailed explanation as to the results of our Fall data aggregation report.
- She indicated that this report serves as a baseline for the current cohort of children in our program.
- Social Emotional, Language, and Literacy were discussed as areas by which the agency can improve with children.

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- *Motion to approve Fall Aggregation Report*
- *Motion made by: Janine Short*
- *Second by: Rena Hymans*
- *Motion carried*

Quarterly 425:

- Marcus presented the quarterly 425 report to the TREC Board
- He detailed the cash-in and cash-out data for the group

Motion to approve Quarterly 425 Report

Motion made by: Rena Hymans

Second by: Jennifer Nelson

Motion carried

Quarterly 941:

- The quarterly income tax reports were reviewed by the Board
- Marcus indicated that we present this to show we're paying the taxes we're responsible for as an agency

Motion to approve Quarterly 941 Report

Motion made by: Rena Hymans

Second by: Jennifer Nelson

Motion carried

Aligned Monitoring System – PDM Training:

- The presentation focused on the appropriate items detailed in the monitoring protocol.
- Marcus discussed all aspects of how the review will be conducted, the items that will be reviewed, and what to expect from the review team.
- He also detailed how we comply with the items mentioned in the monitoring protocol.

Agency Reorganization:

- A proposal was presented to reorganize the administrative team.
- The paper detailed an analysis of the Administrative Assistant and Head Start Data Coordinator positions.
- The analysis concluded that not only would we save money by doing so, but we would also have an adequate work load for both positions.
- The two positions currently do not possess enough work to keep two team members busy. The work is really appropriate for 1 person.

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- Marcus indicated that he wanted to give the Board time to think about this proposal.

Resignations and Terminations:

- JE – Nutrition Support in Lemmon
- BS – Health and Safety Coordinator – Admin Office

Hiring Recommendations:

Hiring in Process: Lemmon Nutrition

Next Meeting Date: February 22nd, 2018 5:30 – 7:30 p.m.