

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



**Meeting Date:** June 21<sup>st</sup>, 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:** **Janine Short, Jennifer Nelson, Brad Brunner**  
**Members Absent:** Nika Avalos, Rena Hymans  
**Quorum Established?** Yes  
**Non-Members attending:** **Marcus Bevier, Dorothy Richards**  
**Business meeting began:** 6:00.

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**Training:** Presentation of Draft Financial Statements from Ketel Thorstenson (independent auditor)

**Additions to Agenda:**

**TREC Business:**

**BOD Roster & New Member Recruitment**

- No discussion on this item.

**Team Communication**

**PC Minutes – May, 2018**

**LT Minutes – May, 2018**

**Consent Agenda**

**May, 2018 BOD Minutes:** Review and Adoption

- Marcus reviewed the BOD minutes with the TREC Board.
- Brad Brunner sought any questions, comments, or revisions to the meeting minutes as they currently stand.
  - There were no revisions or amendments to the May, 2018 TREC Board Minutes.

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

**Policies, Procedures & Forms**

- No new policies, procedures, or forms were presented at the meeting.

**Old Business:**

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## **Maintenance & Improvement Projects**

- Newell Social Site: Marcus explained that the gear panel and bubble were set to arrive soon. They will be installed on the equipment upon their arrival.
- Belle Fourche Center purchase application: The environmental assessment was completed and a report is being generated. Additionally, Marcus submitted the supplemental funding application this month. The Regional Office cannot process this without an approved 1303 application from the Office of Head Start.

## **New Business:**

### **Audit Report:**

- Austin Eickhacker from Ketel Thorstenson presented the draft financial statements and accompanying reports earlier in the evening.
- The Board discussed the statements and current report.
  - TREC had no audit findings.
  - TREC identified as a low-risk auditee by the independent auditor.

*Motion to approve the independent auditor's report and financial statements.*

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

## **Financial Summary Report: May 31, 2018**

- Marcus discussed the financial summary report in detail with the BOD.
  - Head Start is on track to have all funds obligated by the end of August. He noted that currently we've expended about 85% of the current budget. However, Summer is a time where team members will be focusing more on EHS, and this will help balance things out a bit.
  - EHS has expended a nearly 65% of their budget, and we're on track to be under budget by August 31. Marcus noted that there are some items we can purchase related to education, but he may apply for carryover from the Regional Office.
  - In-Kind is currently at nearly \$410,000 We should reach our non-federal share by the end of June. Parents did a nice job contributing volunteer hours and helping the program meet the non-federal share.
- TREC reviewed the credit card and bank statements prior to the meeting.
  - There were not any questions on the bank statements.
  - Marcus noted that the credit card balance has normalized this month.
  - No other questions were asked.
- TREC Reviewed CANS report prior to the meeting.
  - There were no questions on the meal reimbursements for the current month.

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***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*

## **Cash Flow Projection Reports (2017-18)**

- There was no cash flow projections presented for the current month.

## **Summary of Operations Report: May 31<sup>st</sup>, 2018**

- Marcus reviewed the summary of operations report with the BOD
  - TREC was fully enrolled again in May for EHS. HS came in at 95 for the end of the month. This was due to not having to fill drop slots in the last 30 days of the program.
  - PFCE data is coming in well and socializations are ahead of schedule on the EHS side. EHS will have less socials in August. So, this should balance out a little.
  - Home visit rates are holding steady in the high 70% range.
  - Health Statistics look good, but we need to keep working on dental follow-ups and lead blood tests for kids.

***Motion to approve Summary of Operations Report and other Monitoring Reports for May, 2018 as presented***

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

## **Agency Values Committee**

- This item was tabled as a standing item.

## **Resignations & Terminations:**

### **ACF-HS-PI-18-04**

- Marcus explained the OHS focus on enrollment and exercising the powers afforded under the Head Start Act.
- He noted that enrollment always holds paramount importance, but it's even more important now to avoid chronic underenrollment designations. Those who are designated and fail to fulfill the enrollment requirements under the ACT are subject to having funds recaptured by the OHS.
  - He stated that this concerns him a bit because our agency has had difficulty recruiting and retaining reputable staff in Oglala Lakota and Bennet Counties.
  - He also stated that this is not something we can afford to be subject to given our budgetary situation.
  - Last, he stated that he will be in communication with the RO in the event we cannot recruit a replacement home visitor for OLB.

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**OLB HV Progress**

- There have been no applicants for the position in OLB.
- Currently, TREC is advertising via the following mediums:
  - KILI Radio
  - Handmade flyers at various business locations
  - Department of Labor
  - OST Tribal Education Office
  - Oglala Lakota College Job Board
  - Facebook and relevant groups
- He communicated that we need to find someone, else we risk being underenrolled to start the school year. Given the new PI, this is not something we want to do.

**Hiring Recommendations:**

**Hiring in Process: Butte EHS HV, Harding HS HV, Lemmon Assistant Teacher, OLB HS HV**

*Meeting adjourned at 7:10 p.m.*

*Next Meeting Date:*