

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



**Meeting Date:** Aug 23<sup>rd</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, Nika Avalos, Rena Hymans, Brad Brunner  
**Members Absent:** Jennifer Nelson  
**Quorum Established?** Yes  
**Non-Members attending:** Marcus Bevier, Dorothy Richards, Amanda Schwend  
**Business meeting began:** 6:05.

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**Training:**

**Additions to Agenda:** IT issues

**TREC Business:**

**BOD Roster & New Member Recruitment**

- No discussion on this item.

**Team Communication**

PC Minutes – May, 2018

LT Minutes – May, 2018

**Consent Agenda**

July, 2018 BOD Minutes: No Minutes to Review

**Policies, Procedures & Forms**

- Inclement Weather, Work Hours, and Background Checks
  - Discussed changes to policies

*Motion to approve the changes in policies.*

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

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## Old Business:

### **Maintenance & Improvement Projects**

- Newell Social Site: Marcus explained that the gear panel and bubble were installed.
- Belle Fourche Center purchase: City building inspector review not good enough, need to have an architect look to see if building is up to code. Rena Hymans suggested Pat Sigler in Sturgis. Water has entered building through a leaky window in an office area where children will not be, mold/radon testing required and we will mitigate if any findings. Owner to speak to insurance company to figure it out what can be done on his end.
- Lemmon playground still in process, using \$5,000 estate donation.
- \$1,725 from Clarkson Foundation used for a new bench and picnic table in Buffalo.

## New Business:

### **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 94% of the current budget.
  - EHS has expended a nearly 80% of their budget, and we're on track to be under budget by August 31. Purchase of 2 OAE devices with cases has been approved.
  - In-Kind is currently at nearly \$450,000, exceeded target.
- TREC reviewed the credit card and bank statements prior to the meeting.
  - No questions were asked.

***Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club***

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

### **Cash Flow Projections July 31, 2018**

- Projections were reevaluated putting personnel and benefits under budget. Over on accounting/ payroll, technology contract, site repair/maintenance and training costs.
- There is too much money in the leave account and may have to reimburse.

***Motion to approve Cash Flow Projections July 31, 2018***

*Motion made by: Janine Short*

*Second by: Reyna Hymans*

*Motion carried*

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

- Marcus reviewed the summary of operations report with the BOD
  - TREC was fully enrolled again in July for EHS. HS is at Full enrollment for the coming term.
  - 15 fewer drops than last year
  - 6 families received housing
  - Socials for both EHS and HS were met
  - 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.
  - ASQ and DIAL 100% completed by 45 Days
  - IEP/IFSPs are good for the year but there will be transitions next year, we will keep an eye on the 10% maintenance for this.
  - PAT curriculum has proven to be highly beneficial for home visitors

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

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

## Agency Values Committee

## Resignations & Terminations:

## ACF-HS-PI-18-04

- Full enrollment worrisome due to specific enrollment guidelines but should still be met.

## OLB HV Progress

- There are 2 applicants currently in the hiring process

## Program Funding Letters – JTV and Neil Wanless

- Neil evaluating his interest before considering donation
- JVT in play requesting full amt for building though happy with any contribution
- Need to contact Shelly or Jessica with questions about assessment and evaluation portion of application, formative and summative assessments within project needs to be clarified
- Fact sheets done for all areas in case we want to apply for other sources of funding

## IT Issues

- Outlying sites cannot pull from server

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- Last year transition to 2016 removed ability to use outlook from desktop. Web app does not work as well as desktop
- Email down for 2 weeks
- New tech support is out of price range, talked to Marco (\$32,000), exploring other options
- May have to go through one more year with current
- Price usually per device
- Contract due Sept 1
- Considering computer/laptop maintenance combined with cloud based software
- Requires bid system due to price
- Rena suggested to not renew contract in September and open up bid as soon as possible
- Possibly cover with current for bid time
- May need formal demonstration for this kind of bid
- Prepare bid to go out as soon as possible (target is end of Sept)

## **Hiring in Process: Butte EHS HV, Lemmon Assistant Teacher, OLB HV, BF Teacher**

- All positions have applicants in process
- Hired Judee Wilson as Belle Fourche Center Manager, hoping to add another teacher
- Plans are in place to fill spots until back ground checks are complete
- May have a former health specialist employee coming back

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

*Next Meeting Date: September 20<sup>th</sup>, 2018*