

SOUTH CENTRAL CHILD DEVELOPMENT, INC.**Board of Directors****** OFFICIAL MINUTES ******Thursday, January 17, 2019****BOARD MEMBERS PRESENT**

Sandra VandenHoek, Chairperson
 Ethel Cournoyer
 John Fathke

Rachel Vander Ley
 Brenda Sangster

Lindsey Nedved

BOARD MEMBERS ABSENT & PROXY DESIGNATION

Sandy Stukel-proxy to Rachel Vander Ley
 Michelle Gurney-proxy to Rachel Vander Ley
 Ann Metzger-proxy to Ethel Cournoyer
 Dave Kotab-proxy to Brenda Sangster
 Shontell Mason-proxy to John Fathke

STAFF PRESENT AND GUESTS

Dr. Tamra Hummel, Executive/Head Start Director

Kyle Tjeerdsma, Fiscal Administrator

1. Call the meeting to order and introductions

The meeting was called to order at 12:05 pm by Sandy VandenHoek with six members present.
 The Chairperson declared a quorum present.
 Introductions of guests/staff and seating of members (as needed).

2. Motion to approve the **January 17, 2019 meeting agenda.**

Motion: Brenda Sangster

Second: John Fathke

Motion carried

3. Motion to approve the minutes of the **December 13, 2018 meeting with corrections of the following:**

Ethel Cournoyer was shown in attendance and was not present.

Motion: Brenda Sangster

Second: Ethel Cournoyer

Motion carried

4. Announcements/correspondence (National & Regional H.S. Communications) presented as part of the meeting packet or mailed inclusive of:

a. Grant Approval Letter

b. Monitoring reports

c. Funding Guidance Letter/Cost of Living Adjustment (COLA)

d. Duration Notification

Consent Calendar

1. Management Team and Administration Written Reports – Posted and presented

2. Agency Work Report/ERSEA – Posted and presented

3. Program Information Report (PIR) –Posted and presented

4. Policy Council/Parent Meeting Reports

5. Region 8 HS National and State Association Board Report

6. Career Development Committee Meeting Minutes

Motion to adopt the consent calendar.

Motion: John Fathke

Second: Brenda Sangster

Motion carried

Policies and Procedures

The following Policies included in the packet, posted and presented at the January meeting were reviewed:

1. Incentive Plan
2. Regular Volunteer Placement Protocol
3. Weather & Safety Procedure
4. Fundraising Policy
5. Board Bylaws

Motion to approve the 1 and 4 above.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

No action taken on 2, 3 and 5 above. Will be reviewed again at the February meeting.

Fiscal

1. a-g. Following the presentation and review of the monthly fiscal reports by the Fiscal Administrator, a motion was made to approve the November fiscal reports as prepared by Bures & Associates P.C. to include the 2018 Head Start PA 22 & 22, In-Kind, Child and Adult Care Food Program (Head Start meals served and, and reimbursements received), agency credit card use, money market and accounts payable.

Motion to approve items a-g above.

Motion: Brenda Sangster

Second: Rachel Vander Ley

Motion carried

The 2018 fiscal year retirement plan market value report

Motion to adopt the report

Motion: John Fathke

Second: Lindsey Nedved

Motion carried

2. *PA 22 & 20 Budget Projections through 12/31/18*

The Fiscal Manager presented expenditure projections for the 2018 PA 22 & 20 budgets.

3. *Status update on Daycare Closeout*

The Fiscal Administrator advised the Board that the state has issued a contract that is under review by the Fiscal office and when completed it will be returned back to the state.

4. *Status Update on the Bus Purchase*

The Fiscal Administrator advised the Board the agency received approval to purchase the bus on December 20, 2018.

5. *CACFP update*

The Fiscal Administration informed the Board that all of the outstanding meal contracts had been returned to the agency and submitted to CACFP.

6. *Safety Deposit Box*

The Fiscal Administrator advised the Governing Board that the Safety Deposit Box was due for renewal, and recommended that the Agency discontinue the service. After discussion a motion was made to continue the use.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

7. *Cost of Living Adjustment (COLA)*
The official correspondence and awarded COLA amount from HSES was provided to the Board as part of their packet. No action taken.
8. *Review SCCD Inc. charges for Phone System, Copier, and Postage Machine*

Old Business

1. *Personnel*
Disabilities Tutor/Bus Monitor – Chamberlain
The Board was updated on the posting and filling of the Chamberlain Center position.
2. *Locally Designed Options Waiver (LDO)*
The Executive Director shared that Dolly Hull verbally confirmed that the waiver had been approved, but the Agency has not received any formal written response about this.
3. *Duration Update*
It was reported that on January 11th the Executive Director received correspondence from Dolly Hull, which was included as part of the packet, and that the recommended changes would be submitted back within the week.
4. *Goals Update/On-going Monitoring*
The Board was updated on goal progress.
5. *Self-Assessment Process and Plan*
Discussion was held on scheduling the self-assessment process in February.
6. *Mid-year Networking w/Executive Director*
The Board further reviewed the mid-year staff networking summaries and Executive Director comments that were sent out to all staff. Discussion of the summaries and responses followed with no formal action taken.
7. *Employee Assistance Program (EAP)*
Motion was made to approve the EAP contract at an hourly rate of \$90.00 for the period of January 1, 2019 – December 31, 2019.
Motion: Rachel Vander Ley
Second: Brenda Sangster Motion carried
8. *Community/Volunteer Recognition Luncheon*
The Luncheon will be held on April 16 at the Mitchell Highland Conference Center. All Board members are invited.
9. *Election of Friend of PC/Voting rep of SDHSA*
The following nominations for the Friend of Head Start Representative to sit on the Policy (non-voting) and the S. Dak. Head Start Association Board (voting) effective January 2019.

New Business

1. *Personnel –*
 - a. Teacher Assistant/Bus Monitor Yankton

The interview committee held interviews on December 31, 2018 at the United Way Office in Yankton.

The interview committee's recommendation was to hire Ashleigh Mendoza for the Teacher Assistant/Bus Monitor position pending Governing Board approval. Ashleigh is currently the Kitchen/Meal Asst./Bus Monitor at the Yankton Center.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

b. *Kitchen/Meal Asst./Bus Monitor – Yankton*

Interview committee held an interview at the Yankton Head Start Center.

It was the interview committee's recommendation to hire Rebecca Reecy as the Kitchen/Meal Asst./Bus Monitor pending Governing Board approval and completion of all required favorable background screenings.

Motion: Rachel Vander Ley

Second: Brenda Sangster

Motion carried

c. *Mitchell Area Manager – additional responsibilities*

2. *Tech Solutions renewal*

Motion was made to renew the Tech Solutions contract for the period of December 12, 2018 – December 11, 2019.

Motion: Rachel Vander Ley

Second: Brenda Sangster

Motion carried

3. *Agency Health Insurance*

The Board discussed information projecting various health insurance plans submitted by competing companies for the 2019 employer sponsored health insurance plan year.

4. *Safe Schools Online Training Courses*

The Executive Director informed the board of some new training options that would be available for staff for the following year offered through a partnership with SASD. They were informed that the agency was going to look at a contract for on-line training resources that could be used throughout the year as part of orientation and on-boarding, as well as, required yearly trainings and locally designed training options. Information only. No motion necessary.

5. *Election of Officers*

Motion was made to nominate Sandy VandenHoek for **Chairperson**

Motion: Brenda Sangster

Second: John Fathke

Motion carried

1. Sandy VandenHoek

Motion that nominations cease and that a unanimous ballot be cast.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

Election results: Sandy VandenHoek, Chairperson

Motion was made to nominate Brenda Sangster for **Vice-Chairperson**

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

1. Brenda Sangster

Motion that nominations cease and that a unanimous ballot be cast.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

Election results: Brenda Sangster, Vice-Chairperson

c. Motion was made to nominate John Fathke for **Secretary/Treasurer**

Motion: Brenda Sangster

Second: Ethel Cournoyer

Motion carried

1. John Fathke

Motion that nominations cease and that a unanimous ballot be cast.

Motion: Brenda Sangster

Second: Rachel Vander Ley

Motion carried

Election results: John Fathke, Secretary/Treasurer

d. Motion was made to nominate Ethel Cournoyer for one **Director at Large**

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

1. Ethel Cournoyer

Motion that nominations cease and that a unanimous ballot be cast.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

Election results: Ethel Cournoyer, Director at Large

7. On-going Training

▪ 3rd party verification

(2) Each eligibility determination record must include:

(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;

(ii) A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,

(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification] that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

Comment: We received some comments about verification standards for public assistance described in paragraph (i). Some commenters supported the standards, noting they would ensure uniform practices across programs. Others opposed them or expressed concerns, with some stating they would be costly, and would delay enrollment. Commenters requested additional clarification for standards in this paragraph, including what was meant by “all” tax forms.

Response: We agree that the verification standards for public assistance will ensure uniform practices across programs and believe this is important to program integrity even if it may cause some delays, so we have not changed this language. We added language to the standard in paragraph (i)(1)(i) to include proof of income from individuals who are self-employed. This is meant to clarify that income sources from informal work, such as day laborers, should be included for income eligibility. Additionally we removed “all” before tax forms. We realize that programs want to be conscientious about proper eligibility verification so we will continue to provide guidance and support about the implementation of these standards as requested.

8. *Approval of out-of-state travel*

Motion to approve out-of-state travel for Rachel Vander Ley to attend the Region 8 HS Association Board conference in Denver in March.

Motion: Brenda Sangster

Second: John Fathke

Motion carried

9. *Review of Board meeting dates*

Corrections to meeting dates submitted to all members and included as a hand-out and posted to the website.

Adjournment @ 1:23 pm for personnel

Motion: Anne Metzger

Second: Brenda Sangster

Motion carried

10. *Executive Session for Executive Director/Fiscal Administrator Evaluations*

The Chairperson declared the Board to be out of Executive Session at 1:42 pm.

11. Motion to approve the completed performance evaluation of the Executive Director and the current Job Description.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

12. Motion to approve the completed performance evaluation of the Fiscal Administrator and the current Job Description.

Motion: Brenda Sangster

Second: John Fathke

Motion carried

13. Adjournment @ 1:42 pm

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

Handouts presented at the Meeting – (emailed or scanned if not in attendance):

- Updated agenda
- ERSEA data
- Incentive Pay Option
- Mid-year Networking responses – all staff
- Health Insurance options
- Board membership
- Board meeting schedule
- Board motions

- 2018 PA 22 budget – projection
- 2018 PA 20 budget – projection

Submitted by:

Chairperson

Secretary

Date: