

**SOUTH CENTRAL CHILD DEVELOPMENT, INC.****Board of Directors****\*\* OFFICIAL MINUTES \*\*****Thursday, October 18, 2018****BOARD MEMBERS PRESENT**

Sandra VandenHoek, Chairperson

Dave Kotab

John Fathke

Rachel Vander Ley

Ann Metzger

Sandy Stukel

Lindsey Nedved

Michelle Gurney

**BOARD MEMBERS ABSENT**

Brenda Sangster-proxy

Ethel Cournoyer-proxy

Mike Frei

**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 12:03 pm by the Chairperson.

Introductions of guests/staff and seating of members (as needed):

Motion to seat Michelle Gurney as parent rep from the Policy Council.

Motion: Shontell Mason

Second: John Fathke

Motion carried

Proxy Designation: Ethel Cournoyer to John Fathke &amp; Brenda Sangster to Sandy Stukel.

**2. Any additions to the agenda? *Motion* to approve the **Oct. 18, 2018** meeting agenda.**

Motion: Sandy Stukel

Second: Dave Kotab

Motion carried

**3. Any additions, corrections, or changes to the minutes? *Motion* to approve the minutes of the **September 20, 2018** meeting.**

Motion: John Fathke

Second: Rachel Vander Ley

Motion carried

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

- Pre Closeout Letter from HSES
- SD Head Start Data 2017

**Consent Calendar**

- Management Team Written Reports
- Agency Work Report/ERSEA
- Program Information Report (PIR)
- Region 8 H.S. Association Report
- Other

Motion to adopt the consent calendar.

Motion: Shontell Mason

Second: Ann Metzger

Motion carried

### **Fiscal**

#### **1. *Fiscal Reports***

- a. Head Start PA 22 & 20 2018 – monthly budget reports and admin expenses
- b. Head Start In-kind – 2018 PA 22-20 & total units
- c. SCCD, Inc. Balance Sheet
- d. HS (Child & Nutrition Services)
- e. VISA Credit Card use report
- f. Money Market (Income/Expenses/Receivables)  
MM Deposit of \$977.54 and withdrawal of \$403.49. Proposed withdrawal of \$692.64.  
CD Balance of \$12,462.89
- g. Accounts Payable

Motion was made to approve items a-g above.

Motion: Rachel Vander Ley

Second: Michelle Gurney

Motion carried

#### **h. Retirement Plan Market Value Report**

Motion: Sandy Stukel

Second: Dave Kotab

Motion carried

#### **2. *Day Care Program closeout***

Still working on closing out daycare account. Unresolved at this time.

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

Presented and included in correspondence.

#### **4. *Program Vehicle's Surplus Update***

Two bids received for the Dodge Stratus and Chevy Impala. A motion was made to accept the bids as presented.

Motion: John Fathke

Second: Dave Kotab

Motion carried

#### **5. *SCCD, Inc. Network Server***

A quote was reviewed from Tech Solutions to convert the server to a Cloud Workspace for the office staff. The increase to current contract amount was attributed to email back-up and Microsoft Office for the new workstations. Motion to approve the quote from Tech Solutions to convert our server to a Cloud Workspace.

Motion: Rachel Vander Ley

Second: Shontell Mason

Motion carried

6. *ChildPlus renewal from 10-31-18 thru 10-31-19 in the amount of \$3080.25*

Motion: John Fathke

Second: Sandy Stukel

Motion carried

7. *Proposed new bus quotes*

The Fiscal Administrator presented to the Board quotes for a new bus from Foreman Sales and Harlow's. Motion was made to purchase a 2018 Collins bus from Foreman, with no lift, in the amount of \$52,100. It was discussed that since SCCD currently owns a bus with a chair lift, we could swap busses (if needed) to accommodate children who may need a chair lift.

Motion: Ann Metzger

Second: Rachel Vander Ley

Motion carried

8. *Transfer of money from other line items to equipment*

In order to purchase a new bus the Fiscal Administrator asked to move money out of other line items to the equipment line item.

Motion: Dave Kotab

Second: Shontell Mason

Motion carried

9. *Technology Purchases*

Proposal was made to purchase 7 new touchscreen laptops for family service workers. Old laptops will be repurposed to other staff.

Motion: Rachel Vander Ley

Second: Shontell Mason

Motion carried

**Old Business**

1. *Personnel*

a) PC and Board were informed that the Chamberlain Center Disabilities Tutor/Bus Monitor position has remained open. There was one applicant that accepted, but ended up accepting a different job.

b) The part-time Teachers Assistant/Bus Monitor position in Bridgewater is still open.

2. *Locally Designed Options Waiver (LDO)*

It was reported that the LDO (Locally Designed Option) was returned to the agency on 10/02/2018.

**3. Duration**

Members were updated that the intent to apply for duration was submitted to HSES. It was noted that there were several issues with the format that was required, but everything was submitted on time.

**4. Paper Reduction**

The Executive Director asked members to share any comments, questions or concerns they have regarding paper reduction and new processes.

**New Business**

**1. Personnel**

a. 90 day new hire evaluation/removal

- Saddi Wynia

Motion to approve the removal of the 90 day evaluation period for Saddi Wynia, FSW based out of Wagner effective 10-16-18.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

b. Teacher Assistant/Bus Monitor – Chamberlain Center resignation

Motion to accept with regrets the resignation of Shawna Sherman, TA/BM Chamberlain Center effective October 30<sup>th</sup>. Motion to potentially fill the position before the November Board meeting pending interview committee’s recommendation, Policy Council approval, background check and screenings.

Motion: Michelle Gurney

Second: Shontell Mason

Motion carried

**2. Grant Goals Input and Recommendations**

The goals as submitted with the grant application was provided to the members. Goals were also reported to be on the agency website. Members were asked to share any questions or comments related to the goals.

**3. Self-Assessment Process**

According to some surveys, and also some qualitative feedback, the Executive Director let the members know that consideration for changes to the self-assessment process is being sought from all stakeholders, and that she would be looking into this process and was seeking input from members of other agencies.

4. *Professional Development Training Ongoing Training*

**Enrollment:** Enrollment is a tricky area. We had a lot of children and parents who were signed up to start with us, but ended up not doing so for many reasons. First we must get an application from the family and they must provide income verification. That isn't always an easy task. After that, if they have been confirmed to be income eligible, staff needs to again reach out to the family to fill out an enrollment packet. They are considered enrolled once they have shown up to a center or site for services or if they are home-based only, received "services" as defined by our agency. Many staff members who have been here for a long time equate that to an official home visit. Other agencies define it differently. Dolly Hull has recommended that we look at our procedures and definitions related to this to be sure everyone is on the same page. We will be doing that in the near future.

**Duration:** Duration means that to be in compliance with Head Start laws, the agency needs to provide more time educating children. Currently, all but one of our centers has children in attendance for 3.5 hours a day. To be in compliance, we are to increase that time to equal 1,020 hours over an 8 month period which is roughly 6.5 hours a day for 4 days a week. Chamberlain is the only center that is at full duration at this time. For this reason, they are allowing agencies to apply for additional funding to support this. We will be looking at Andes Central, Mitchell Center, and Bridgewater.

5. *Executive Session – Personnel – Executive Director Evaluation*

The Board went into Executive session regarding personnel at 12:45 and came out at 12:52.

Motion: John Fathke

Second: Michelle Gurney

6. Adjournment @ 12:55 pm

Motion: Dave Kotab

Second: Ann Metzger

**Submitted by:**

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**Chairperson**

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**Secretary**

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**Date:**