

SOUTH CENTRAL CHILD DEVELOPMENT, INC.

Board of Directors

**** OFFICIAL MINUTES ****

Thursday, December 13, 2018

BOARD MEMBERS PRESENT

Sandra VandenHoek, Chairperson
Ann Metzger
John Fathke

Rachel Vander Ley
Michelle Gurney

Shontell Mason
Brenda Sangster

BOARD MEMBERS ABSENT & PROXY DESIGNATION

Dave Kotab-proxy to Brenda Sangster Sandy Stukel-proxy to Shontell Mason
Lindsey Nedved-proxy to John Fathke Ethel Cournoyer

STAFF PRESENT AND GUESTS

Dr. Tamra Hummel, Executive/Head Start Director
Dolly Hull (Regional Head Start Director)

Kyle Tjeerdsma, Fiscal Administrator
Diane Lowry (Regional T&TA Specialist)

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

Motion: Brenda Sangster

Second: John Fathke

Motion carried

2. Motion to approve the December 13, 2018 meeting agenda.

Motion: Michelle Gurney

Second: Brenda Sangster

Motion carried

3. Motion to approve the minutes of the November 15, 2018 meeting.

Motion: Michelle Gurney

Second: Brenda Sangster

Motion carried

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

- a. HSES Correspondence – COLA
- b. 2019 Salary Schedule draft

Consent Calendar

- 1. Management Team Written Reports
- 2. Agency Work Report/ERSEA
- 3. Program Information Report (PIR)
- 4. Policy Council/Parent Meeting Reports – Yankton CT held fatherhood event to the library, there as only three parents in attendance, parent meeting was also held, ELKS club held their annual Christmas party for the children this evening; Kafka, did not have PALS due to in-service in Wagner; Elder’s PALS will be Thursday.
- 5. Region 8 HS Association Board Report
- 6. Career Development Committee Meeting Minutes

Motion to adopt the consent calendar.

Motion: Shontell Mason

Second: John Fathke

Motion carried

Policies and Procedures- possible motions

1. Policy Manual and Procedures – *informed*
2. Phone Reimbursement Procedure
3. Signature stamp – *discussion*
4. Travel Advance under \$100.00 – *discussion*
5. Staff reimbursements under \$30.00
6. Policy Review
 - Staff Attendance
 - Fundraiser Policy
 - Child Care Policy
 - Standards of Conduct
 - CDA Incentive Policy
 - In-kind Policy

Motion to approve the policies.

Motion: Brenda Sangster

Second: John Fathke

Motion carried

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: Shontell Mason

Second: Rachel Vander Ley

Motion carried

1. h. The November retirement plan market value report was presented for review. Motion to adopt the report.

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

2. The Fiscal Administrator informed the Governing Board that the State of South Dakota approved the agency's daycare administrative expenses for May 2017. The state advised they would finalize the paperwork and submit it to SCCD for final review in a few weeks. No motion needed.
3. The Fiscal Administrator presented projections for the 2018 PA 22 & 20 budgets. No motion needed.
4. The Fiscal Administrator updated the Board on the status of the Child and Adult Care Food Program (CACFP) application.
5. The Fiscal Administrator advised that Region 8 has verbally approved the purchase of the new bus.
6. The Fiscal Administrator presented on behalf of Carrie Reiner, Area Manager, a request to purchase one hearing machine from School Health.

7. The Fiscal Administrator presented, for the Board's consideration, a request to purchase five new laptop computers to replace the aging computers used by managers.

8. The Fiscal Administrator presented an update the agency's Internal Controls Procedure Manual for consideration. The update to the Internal Controls Procedure Manual would reflect the practice of staff to enter their time in ChildPlus, eliminating the need for paper time studies. A motion was made to approve the updated Internal Controls Procedure Manual.
 Motion: Shontell Mason
 Second: Michelle Gurney Motion carried

9. The Fiscal Administrator informed the Board that Avera had cancelled the Agency's storage lease in Mitchell effective January 31, 2019. It was reported that the agency can lease a climate controlled space in the basement of the Midtown Mall on Main Street in Mitchell. Motion to sign a new lease at the Midtown Mall.
 Motion: Brenda Sangster
 Second: Anne Metzger Motion carried

10. The Fiscal Administrator advised of a bid from Tobin Transport and Storage, in Mitchell, to move the shelves and consumable inventory to the new storage unit. Motion was made to use Tobin.
 Motion: Rachel Vander Ley
 Second: Anne Metzger Motion carried

11. Other: The Fiscal Administrator presented for the Board's consideration, a request for consulting services from ChildPlus.

Old Business

1. *Personnel - None*

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 November 30th the Executive Director submitted paperwork for full duration for two sites. A copy of the duration narrative and budget was posted and reviewed.

4. *Goals Update/On-going Monitoring*
 The Board was reminded that stakeholders should be involved in the grant goals committees Members were reminded of the invitation to join a committee.

5. *Self-Assessment Process and Plan*
 The Executive Director informed the Board of the next steps involved with the self-assessment process. The final process for the year will be determined at the first Management Meeting in January and reported to the Board.

6. *Baseline Grant*

The Board was updated on the status of the grant application. It was reported that minor changes were submitted and that both the Fiscal Manager and Executive Director were in contact with the Regional Office and shared that the grant should be in the final stages.

New Business

1. *Personnel -*

a. The Board was updated on the posting and filling of the Chamberlain Disabilities/Tutor/Bus Monitor position.

b. Combination Teacher – Parkston resignation

Motion to accept with regrets the resignation of Melissa Kohler effective November 27, 2018.

Motion: Rachel Vander Ley

Second: Michelle Gurney

Motion carried

c. Combination Teacher – Parkston – interview committee recommendation

The interview committee held an interview at the Tripp School on December 5th at 4:00 pm. Recommendation by the committee to hire Ellie Wolf with favorable background screenings.

Motion: John Fathke

Second: Brenda Sangster

Motion carried

d. Teacher Assistant/Bus Monitor – Yankton resignation

Motion to accept with regrets the resignation of Michelle Lee effective December 13, 2018.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

e. 90 day new hire removal

Recommendation was made from the Executive Director to remove the 90 day new hire evaluation period from Courtney Brink, Area Manager effective December 24, 2018.

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

2. *Bures and Associates Contract renewal*

The Director presented for the Board's consideration the 2019 contract from Bures & Associates for fiscal support services.

3. *Employee Assistance Program (EAP) renewal*

This will be on the January agenda due to not having received the agreement yet at the time of this meeting.

4. *School Messenger Renewal*

Motion to renew School Messenger for 36 months from December 2, 2018 to December 1, 2019.

Motion: Michelle Gurney

Second: John Fathke

Motion carried

5. *Mid-year Networking Summary*

A copy of the information collected at Dec. 7th in-service was shared with Board. The Board

was informed that networking for the mid-year was conducted differently than in the past. This item will be further reviewed and discussed next month.

6. *SDHSA Renewal Membership*

Motion to renew membership to the South Dakota Head Start Association effective from January 1, 2019 to December 31, 2019.

Motion: Rachel Vander Ley

Second: Brenda Sangster

Motion carried

7. *On-going Training*

Information related to a new website by the SD Collaboration Office was shared. The website contains Early Learning Guidelines (ELG). This is a resource for everyone interested in developmental domains for child development. Also shared was the required information on Safety and Injury Prevention.

8. The Fiscal Administrator and the Executive Director presented a draft of an Incentive Plan which was completed in conjunction with the advice of the Regional Fiscal Officer for Region 8, Bryan Johnson.

9. Adjournment @ 1:23 pm

Motion: Anne Metzger

Second: Brenda Sangster

Motion carried

10. Next meeting: **January 17, 2019 @ 11:30 am (1/2 hour prior to meeting for Executive Director and Fiscal Administrator's evaluation)**

Submitted by:

Chairperson

Secretary

Date: