



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



September 20, 2010

**Tour of Manufacturing Technology Facility
4:30 p.m.
CANYON RIDGE HIGH SCHOOL**

**Board of Trustees Executive Session
TBD
TAYLOR BUILDING – PRESIDENT’S BOARD ROOM**

**Board of Trustees Meeting
6:00 p.m.
TAYLOR BUILDING SUB – ROOM 248**

AGENDA

APPROVAL OF MEETING AGENDA: (A) Dr. Charles Lehrman
MINUTES - EXECUTIVE SESSION OF AUGUST 16, 2010: (A) Mike Mason
MINUTES - REGULAR MEETING OF AUGUST 16, 2010: (A) Mike Mason
TREASURER’S REPORT: (A) Mike Mason
OPEN FORUM
HEAD START REPORT: (I) Mike Mason
APPROVAL OF HEAD START ACCOUNTING PROCEDURES: (A) Mike Mason
REVIEW OF HEAD START 2009 CORRECTIVE ACTION PLAN: (I) Mike Mason
FALL ENROLLMENT REPORT: (I) Dr. Jeff Fox
2009-10 REGION IV TECH PREP ANNUAL REPORT: (I) Eric Studebaker
PRESIDENT’S REPORT: (I) President Beck
OLD BUSINESS
NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
SEPTEMBER BOARD OF TRUSTEES MEETING
SEPTEMBER 20, 2010

CALL TO ORDER: 6:16 p.m. Presiding: Dr. Charles Lehrman

Attending: Trustees: Dr. Charles Lehrman, Donna Brizee,
Allan Frost and Dr. Thad Scholes

College Administration: Gerald L. Beck President
Robert Alexander, College Attorney
John M. Mason, Vice President of Administration
Dr. Jeff Fox, Executive Vice President and Chief
Academic Officer
Dr. Edit Szanto Vice President of Student Services,
Planning and Development
Dr. Mark Sugden, Instructional Dean
Dr. John Miller, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Graydon Stanley, Dean of Students
Scott Scholes, Dean of Student Services
Jeff Harmon, Dean of Finance
Randy Dill, Physical Plant Director
Monty Arrossa, Director of Human Resources
Doug Maughan, Public Relations Director
Curtis Eaton, Advisor to the President
Teri Fattig, Director of the Library and Herrett
Center
Kathy Deahl, Administrative Assistant to the
President

CSI Employees: Eric Studebaker

Visitors: Mary Coakley, Angel Hernandez, Bob Keegan and Karl
Kleinkopf

Faculty Representative: Ryan Jund and Alex Doetsch

PACE Representative: Jacque Deahl and Rae Jean Larsen

Times News: Ben Botkin

The meeting agenda was amended to include the proposed property purchase of 1.84 acres of land. The agenda was approved as amended on MOTION by Dr. Thad Scholes. Dr. Allan Frost, Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Vice Chairman Dr. Charles Lehrman does not vote unless there is a tie vote.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF AUGUST 16, 2010 were approved on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Vice Chairman Dr. Charles Lehrman does not vote unless there is a tie vote.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Donna Brizee. Dr. Allan Frost, Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Vice Chairman Dr. Charles Lehrman does not vote unless there is a tie vote.

There were no speakers for the open forum.

PRESIDENT'S REPORT:

1. The Board, administration and guests toured the manufacturing technology programs at Canyon Ridge High School.
2. Mike Mason reviewed the Head Start/Early Head Start Financial and Operational reports with the Board. They were accepted on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Vice Chairman Dr. Charles Lehrman does not vote unless there is a tie vote.
3. Mike Mason reviewed the Head Start/Early Head Start Accounting Procedures manual with the Board. Mr. Mason advised the Board that all college accounting procedures were followed by Head Start/Early Head Start and recommended approval of the more detailed manual. The Board approved the Head Start/Early Head Start Accounting Procedures manual on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Vice Chairman Dr. Charles Lehrman does not vote unless there is a tie vote.

4. Mike Mason reviewed the Head Start 2009 Corrective Action Plan with the Board. Mr. Mason assured the Board that the items were corrected and the recommended procedures put into effect.

5. Dr. Jeff Fox discussed Fall of 2010 enrollment with the Board. He noted that our numbers were down from last year due to dual credit students not yet being enrolled. Dr. Fox also discussed the demographics of the student body.

President Beck thanked the Times News for their explanation of this year's student numbers as compared to last year.

6. Dr. John Miller explained the Tech Prep program to the Board. He introduced Eric Studebaker who presented the Region IV Tech Prep Annual Report to Board. Vice Chairman Lehrman thanked Dr. Miller and Mr. Studebaker for their work.

7. The Board approved the purchase of a 1.84 acre parcel of land adjacent to our Madrona Street facility for an amount not to exceed \$99,190 on MOTION by Dr. Al Frost. Dr. Allan Frost, Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Vice Chairman Dr. Charles Lehrman does not vote unless there is a tie vote.

8. President Beck reported the following:

a. Over the past month, the President has met with Senator Mike Crapo, Senator Jim Risch, Governor Otter and Democratic candidate for governor Keith Allred.

b. The President commended the College of Southern Idaho Foundation concerning their scholarship campaign which netted over \$10,000,000 in contributions and pledges.

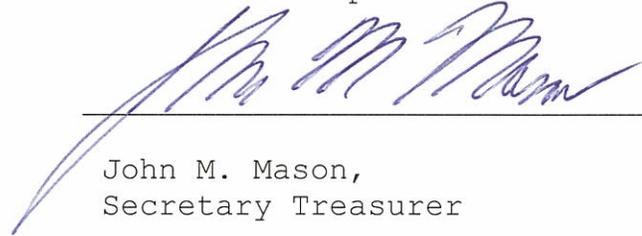
c. The President attended the Governor's Cup and met with several legislative leaders.

d. The President attended the President's Council where the main topic of discussion was developing a state wide reporting system with accurate data.

e. The President spent a day with the Idaho Department of Commerce in Hailey.

f. The President attended the annual Southern Idaho Economic Development Organization meeting.

ADJOURNMENT was declared at 6:45 p.m.



John M. Mason,
Secretary Treasurer

Approved: October 18, 2010



Chairman

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



Facilities

Head Start Facilities

Power County	Leased
Hailey (Community Campus)	Leased
Cassia County	CSI Owned
Rupert/ Minidoka	CSI Owned
Hansen	CSI Owned
Twin Falls (3.9 acres)	CSI Owned
Buhl	CSI Owned
Wendell	CSI Owned
Jerome	CSI Owned
Shoshone	CSI Owned
Hagerman Pre-K Classroom	School District Owned

Planned Early Head Start Facilities

Rupert/ Minidoka	New Addition	\$295,378
Twin Falls	New Construction	\$329,466
Jerome	New Remodel	\$47,087
	EHS Outdoor Space	<u>\$30,000</u>
		\$701,931
Total Cost for Planned EHS Facilities		\$701,931
ARRA EHS Facilities Carry Over		- \$450,000
Total amount to be Financed		\$251,931

**College of Southern Idaho Head Start/ Early Head Start
Monthly Program Summary
For August 2010**

Enrollment

Head Start ACYF Federal Funded	524 *
Head Start TANF	27
Early Head Start	80
Total	631 *

* There are 42 School District slots not included as the School District option starts later in the program year.

Program Options

Part-day/ Part-year, Double Sessions, School District, Pre- K, Early Head Start -Home Based.

Education

Children began attending class on August 31st. Centers held "Dinner and a Screening" night to orient parents and children to the centers. Staff started completing required screenings for children. The children are screened for vision, hearing, speech/language, development, and social emotional health (DECA). These screeners must be completed with-in 45 days of enrollment for each Head Start child. Classroom staff began documenting anecdotal information for the COR (Child Observation Record) which is our ongoing assessment for each child.

Parent Involvement

Centers are conducting parent meetings for the new program year and holding elections for Center Parent Committees and Policy Council Representatives. Parents are encouraged to get involved in their child's education by volunteering at their center. This can include helping in the classroom, riding the bus, helping with food service, assisting with projects/ maintenance around the center, and/or serving in a leadership position on the Center Parent Committee or Policy Council.

Early Head Start

EHS is finishing the second round of socializations. Socialization attendance has grown each week. Twin Falls has entered into a partnership with CSI Student Teaching Toddler Lab. EHS is providing classroom, office, and outdoor space. CSI Toddler Lab is providing materials and supplies to supplement the environment. CSI Toddler Lab has enrolled 6 of our EHS children in their program at no cost to the families. The program is waiting for approval from the Regional Office for the new construction in Twin Falls and remodeling of the Jerome and Rupert facilities.

Documents for Board Review/ Approval:

Financial Reports
Fiscal Procedures Workplan
2010 Federal Review Corrective Action Plan

CATEGORY	ACCT 22	ARRA * COLA/QI	ARRA * HS EXPANSION	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,359,989.00	\$ 185,345.00	\$ 33,426.00	\$ 229,384.05	\$ 1,636,731.96	\$ 942,028.04	67.0%	63.5%
BENEFITS	\$ 1,361,353.00	\$ 40,591.00	\$ 12,334.00	\$ 122,259.00	\$ 840,294.89	\$ 573,983.11	67.0%	59.4%
OUT OF AREA TRAVEL	\$ 500.00			\$ -	\$ 198.06	\$ 301.94	58.0%	39.6%
EQUIPMENT	\$ 16,000.00	\$ 2,290.00	\$ 60,000.00	\$ 71,794.40	\$ 76,297.67	\$ 1,992.33	100.0%	97.5%
SUPPLIES						\$ -		#DIV/0!
OFFICE CONSUMABLES	\$ 13,000.00			\$ 2,170.08	\$ 13,112.29	\$ (112.29)	67.0%	100.9%
CENTER SUPPLIES	\$ 26,140.00	\$ 37,731.00	\$ 9,200.00	\$ 18,733.43	\$ 79,034.38	\$ (5,963.38)	67.0%	108.2%
CLASSROOM SUPPLIES	\$ 10,000.00			\$ 1,845.22	\$ 11,248.78	\$ (1,248.78)	67.0%	112.5%
TRAINING SUPPLIES	\$ 10,200.00			\$ 3,268.19	\$ 10,913.03	\$ (713.03)	67.0%	107.0%
FOOD	\$ 11,200.00			\$ 123.57	\$ 5,527.28	\$ 5,672.72	67.0%	49.4%
CONTRACTUAL						\$ -		#DIV/0!
OTHER						\$ -		#DIV/0!
CONTRACTS	\$ 26,173.00			\$ 503.50	\$ 22,544.90	\$ 3,628.10	67.0%	86.1%
MEDICAL	\$ 15,675.00			\$ 1,532.05	\$ 4,286.49	\$ 11,388.51	45.0%	27.3%
DENTAL	\$ 39,450.00			\$ 1,491.79	\$ 12,360.63	\$ 27,089.37	45.0%	31.3%
CHILD TRAVEL	\$ 86,816.00			\$ 9,925.37	\$ 82,606.24	\$ 4,209.76	67.0%	95.2%
EMPLOYEE TRAVEL	\$ 31,306.00			\$ 4,802.71	\$ 22,624.82	\$ 8,681.18	67.0%	72.3%
CAREER DEVELOP	\$ 9,000.00	\$ 2,000.00		\$ 2,371.20	\$ 10,905.56	\$ 94.44	67.0%	99.1%
PARENT TRAINING	\$ 8,500.00			\$ 1,060.50	\$ 2,997.33	\$ 5,502.67	67.0%	35.3%
SPACE	\$ 68,800.00			\$ 13,884.44	\$ 75,751.17	\$ (6,951.17)	67.0%	110.1%
UTILITIES	\$ 58,900.00			\$ 4,318.77	\$ 35,584.74	\$ 23,315.26	58.0%	60.4%
TELEPHONE	\$ 39,837.00			\$ 3,310.83	\$ 29,610.75	\$ 10,226.25	58.0%	74.3%
OTHER	\$ 51,670.00	\$ 10,662.00		\$ 4,992.29	\$ 62,133.93	\$ 198.07	67.0%	99.7%
TOTAL DIRECT COSTS	\$ 4,244,509.00	\$ 278,619.00	\$ 114,960.00	\$ 497,771.39	\$ 3,034,764.90	\$ 1,603,323.10	68.5%	65.4%
ADMIN COSTS	\$ 270,926.00	\$ 17,785.00	\$ 7,338.00	\$ 24,309.54	\$ 157,180.36	\$ 138,868.64	58.0%	53.1%
GRAND TOTAL	\$ 4,515,435.00	\$ 296,404.00	\$ 122,298.00	\$ 522,080.93	\$ 3,191,945.26	\$ 1,323,489.74	61.8%	64.7%
IN KIND NEEDED	\$ 1,127,199.00							
IN KIND GENERATED **	\$ 513,972.28							
IN KIND (SHORT)/LONG	\$ (613,226.72)							
PROCUREMENT CARD EXPENSE	\$ 14,817.35	4% of expense						

* Included ARRA COLA/QI and Head Start Expansion budget as supplement to Acct 22 budget

** Plan in place to meet 100% of In-Kind by end of year

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 155,507.00	\$ 37,194.24	\$ 188,559.28	\$ (33,052.28)	\$ (33,052.28)	92.0%	121.3%
BENEFITS	\$ 96,387.00	\$ 18,284.90	\$ 85,548.93	\$ 10,838.07	\$ 10,838.07	92.0%	88.8%
OUT OF AREA TRAVEL	\$ 21,500.00	\$ 711.45	\$ 21,861.91	\$ (361.91)	\$ (361.91)	100.0%	101.7%
EQUIPMENT	\$ 109,000.00	\$ -	\$ 115,210.00	\$ (6,210.00)	\$ (6,210.00)	100.0%	105.7%
SUPPLIES							
OFFICE CONSUMABLES	\$ 3,000.00	\$ 40.72	\$ 2,965.79	\$ 34.21	\$ 34.21	92.0%	98.9%
CENTER SUPPLIES	\$ 42,870.00	\$ 10,908.48	\$ 42,870.00	\$ -	\$ -	92.0%	100.0%
CLASSROOM SUPPLIES	\$ 32,800.00	\$ 5,430.85	\$ 18,398.78	\$ 14,401.22	\$ 14,401.22	92.0%	56.1%
TRAINING SUPPLIES	\$ 10,000.00	\$ 160.77	\$ 9,352.59	\$ 647.41	\$ 647.41	92.0%	93.5%
FOOD							
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 70,851.00	\$ 436.92	\$ 41,267.37	\$ 29,583.63	\$ 29,583.63	80.0%	58.2%
MEDICAL	\$ 500.00	\$ 166.85	\$ 300.85	\$ 199.15	\$ 199.15	80.0%	60.2%
DENTAL							
CHILD TRAVEL							
EMPLOYEE TRAVEL	\$ 2,915.00	\$ 447.93	\$ 2,914.82	\$ 0.18	\$ 0.18	92.0%	100.0%
CAREER DEVELOP	\$ 38,527.00	\$ -	\$ 16,288.67	\$ 22,238.33	\$ 22,238.33	92.0%	42.3%
PARENT TRAINING	\$ 1,200.00	\$ -	\$ 145.77	\$ 1,054.23	\$ 1,054.23	92.0%	12.1%
FACILITIES/CONST. (2)	\$ 405,000.00	\$ 9,350.00	\$ 14,947.71	\$ 390,052.29	\$ 390,052.29	0.0%	3.7%
UTILITIES	\$ 250.00	\$ 249.63	\$ 249.63	\$ 0.37	\$ 0.37	100.0%	99.9%
TELEPHONE	\$ 2,083.00	\$ 737.62	\$ 2,332.81	\$ (249.81)	\$ (249.81)	83.0%	112.0%
OTHER	\$ 8,845.00	\$ 224.00	\$ 2,885.45	\$ 5,959.55	\$ 5,959.55	92.0%	32.6%
TOTAL DIRECT COSTS	\$ 1,001,235.00	\$ 84,344.36	\$ 566,100.36	\$ 435,134.64	\$ 435,134.64	77.0%	56.5%
ADMIN COSTS	\$ 47,296.00	\$ 3,769.28	\$ 28,781.74	\$ 18,514.26	\$ 18,514.26	83.0%	60.9%
GRAND TOTAL	\$ 1,048,531.00	\$ 88,113.64	\$ 594,882.10	\$ 453,648.90	\$ 453,648.90	85.9%	56.5%
IN KIND NEEDED	\$ -	(1)					
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ -						

(1) Early Head Start has been granted a waiver for In-Kind by the Region X OHS for the first year start-up period

(2) A request has been filed to carry forward the Facilities/Construction budget of \$405,000

CATEGORY	TOTAL	TOTAL THIS	CASH OUTLAY	BALANCE	PROJECTED	ACTUAL
	APPROVED	MONTH	TO DATE		%	%
6c. OUT OF AREA TRAVEL	\$ 27,930.00	\$ 3,458.07	\$ 13,884.19	\$ 14,045.81	75.0%	49.7%
6e. SUPPLIES						
Training Supplies	\$ 6,030.00	\$ 4,893.00	\$ 5,688.30	\$ 341.70	75.0%	94.3%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ 2,148.52	\$ 4,595.90	\$ 11,318.10	35.0%	28.9%
TOTAL DIRECT COSTS	\$ 49,874.00	\$ 10,499.59	\$ 24,168.39	\$ 25,705.61	61.7%	48.5%
ADMIN COSTS	\$ 3,182.00	\$ 172.89	\$ 815.86	\$ 2,366.14	58.0%	25.6%
GRAND TOTAL	\$ 53,056.00	\$ 10,672.48	\$ 24,984.25	\$ 28,071.75	60.8%	47.1%
IN KIND NEEDED	\$ 13,264.00					
IN KIND GENERATED	\$ 13,264.00					
IN KIND (SHORT)/LONG	\$ -					

COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START

2009 CORRECTIVE ACTION PLAN

Grant No. 10CH0164/12

Part 92 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State And Local Governments (Subpart C – Post Award Requirements)

92.32 Equipment.

d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

In response to this finding, the College of Southern Idaho Head Start/Early Head Start program has developed and implemented a program wide system for documentation, tracking and monitoring of all items over \$5,000.00. Historically the program has maintained current records on all vehicles (buses/cars), computers and center equipment. The documentation system will track: serial numbers, the grant source attached to the purchase, title holder, acquisition date, the cost of property, and disposition date and amount if relevant.

Head Start/Early Head Start employees responsible for implementing the updated policy include the Head Start Director, Financial Services Coordinator, Transportation Coordinator, Network Coordinator, Facility Compliance Officer, and Center Supervisors. The transportation fleet and center equipment inventory analysis will be completed on a **bi-annual basis in January and June of each year**. The technology and Facility (property) inventory will be analyzed on an **annual basis in February of each year**. The Financial Services Coordinator will follow up and ensure that this documentation is complete and accurate. The updated policy requires that inventory is assessed on an annual basis.

Content Area	Objective	Action Items	Person Responsible	Progress Date(s)	Complete Date
Administration Financial Management	Design and implement a new policy for documenting and tracking all items over \$5,000 for inventory control-using the CSI system.	<ul style="list-style-type: none"> Develop system for inventory to be analyzed on at least an annual basis. 	HS Director Financial Services Coordinator Transportation Coordinator Network Coordinator Center Supervisors	7/2010 Fleet, Center Equipment Inventory 2/2010 Computers, Facility Inventory	7/2010 Updated Bi- Annually & Annually
Administration Financial Management	Develop form containing necessary elements for proper inventory control.	<ol style="list-style-type: none"> Necessary elements include: <ul style="list-style-type: none"> serial number source of property title with the corresponding Grant No. acquisition date cost of property date of disposition & sale price (if needed) 	HS Director Financial Services Coordinator	7/2010 Updated and edited Physical Inventory Sheet	8/2010 Inventory Control complete for the year.

PART 1301 – Head Start Grants Administration

1301.20 Matching requirements.

(a) Federal financial assistance granted under the act for a Head Start program shall not exceed 80 percent of the total costs of the program, unless:

(1) An amount in excess of that percentage is approved under section 1301.21; or Federal financial assistance exceeded 80 percent of total program costs.

The College of Southern Idaho Head Start/Early Head Start program in March 2010, notified the Region X Head Start Office of the possibility of a shortage of 2009 non-federal share. In May 2009, a long time employee of the program, the former Financial Services Coordinator had retired, during her tenure she developed a formula to calculate in-kind. The formula was loosely related to the difference between the grantee indirect cost rate and the actual federal indirect rate that the grantee is permitted to charge which is significantly more than the program is charged. The difference between the federally accepted amount and the actual cost was posted as in-kind by the Financial Coordinator.

Mr. Lee Gooding, of the Region X office informed the program that the system the program was using could potentially result in the program exceeding the 15% Administrative Cost cap. Subsequent to the conversation with Mr. Gooding all in-kind postings related to this formula was reversed. CSI Head Start/Early Head Start program then experienced a shortfall in in-kind.

During the 2010 monitoring review, additional in-kind was discovered due to the allowable practice of using fringe benefits for all volunteer labor. The fringe benefit in-kind enabled the program to meet the in-kind requirement.

As a result of this learning experience, two fiscal office employees attended Head Start financial services training and participated in numerous webinars and conference calls related to the rules and regulations around in-kind. The program has also developed and implemented a comprehensive system of in-kind gathering and tracking. In-kind is gathered weekly and recorded immediately in order to stay current with

Content Area	Objective	Action Items	Person Responsible	Progress Date(s)	Complete Date
Administration Financial Management	Identify the difference of allowable and unallowable in-kind, include indirect cost	<ul style="list-style-type: none"> Attend training and receive T/TA in area of in-kind Seek additional allowable in-kind sources that have not been utilized in the past. 	HS Director Financial Services Coordinator	In-Kind will be captured and booked weekly to keep it current.	Ongoing
Administration Financial Management	Develop system for documenting in-kind	<ul style="list-style-type: none"> Implement tracking and monitoring system Effectively oversee in-kind received and booked Monthly, review in-kind reports and present current in-kind status to Policy Council and CSI - Board of Trustees 	HS Director Financial Services Coordinator	4/2010 Developed system for tracking and monitoring in-kind At – a Glance and monthly report	4/2010 Updated weekly and reporting monthly

PART 1309 – Head Start Facilities Purchase, Major Renovations and Construction

1309.54 Davis-Bacon Act.

Construction and renovation projects and subcontracts financed with funds awarded under the Head Start program are subject to the Davis-Bacon Act (40 U.S.C. 276a et seq.) and the Regulations of the Department of Labor, 29 CFR part 5. The grantee must provide an assurance that all laborers and mechanics employed by contractors or subcontractors in the construction or renovation of affected Head Start facilities shall be paid wages at not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor.

In response to this finding, the College of Southern Idaho Head Start/Early Head Start program has implemented a policy to ensure compliance with the Davis-Bacon Act as outlined in our Accounting Procedures Workplan. The Davis-Bacon Act states that all laborers and mechanics employed by contractors or subcontractors in the construction and/or renovation of our Head Start facilities are paid prevailing wages for all projects exceeding \$2,000.00 and prevailing wages are determined as stated through the Department of Labor website. The Head Start Director, Financial Services Coordinator and Facilities Compliance Officer are responsible for making sure that this documentation is on file and they will effectively oversee facility projects to ensure compliance with this regulation. The Head Start Director and Financial Services Coordinator also attended training on the Davis Bacon Act at the WIPFLI Annual Management Conference in July 2010.

Content Area	Objective	Action Items	Person Responsible	Progress Date(s)	Complete Date
Administration Financial Management	Document and file payroll from contractors/ subcontractors for any HS or EHS construction/ renovation project over \$2,000.	<ul style="list-style-type: none"> Attend training and receive T/TA in requirements of Davis-Bacon Act. Develop policy to ensure that each contractor abides by Davis –Bacon requirements. 	HS Director Financial Services Coordinator	Started actively pursuing Davis-Bacon documentation for each job > \$2,000	5/2010
Administration Financial Management	Develop system for tracking Davis-Bacon Requirements	Assure necessary payroll documentation for each job > \$2,000 is available and that mechanics & laborers are being paid prevailing wages.	HS Director Financial Services Coordinator Facilities Coordinator	Edited Accounting Procedures Workplan to include Davis-Bacon Act requirements	8/2010