

MINUTES
SUCAP BOARD OF DIRECTORS
September 1, 2016

Present: Edward Box III, Jeremy Cuthair, Rocco Fuschetto, Kathleen Lorenzini, Kelly McCaw, Dan Naiman, Shirley Reinhardt, Gina Schulz, Emma Shock, Carol Thompson (via phone)

Excused: Karla Baird, James Brown, Raymond Dunton, Kathleen Sitton

Absent: Angie Buchanan, Alex Cloud, Beau Moore

Guests:

Staff: Dennis Dahlke, Nita Emerson, Peggy Iberg, Chloe Jackson, Matt Nesbitt, Peter Tregillus, Eileen Wasserbach,

Call to order: Acting Chairperson Gina Schulz called the meeting to order at 12:08 p.m. at the Ignacio Community Library.

****Agenda:** No changes. Kelly McCaw moved to approve the agenda as presented; her motion was seconded by (E.B.III), all were in favor, motion carried.

I. Board minutes & Committee reports:

A. ****August 4, 2016:** Kelly McCaw moved to approve the minutes; her motion was seconded by (K.L.); all were in favor; motion carried.

B. **Board Development Committee August 26, 2016:** Accepted as information.

II. Staff Financials:

A. **Cash Flow/Financial Projections Report:** all accounts are on track with budgets and total assets of \$747,084.93. IHS Substance Abuse contract hasn't been resolved at this time, but Eileen is working with Albuquerque staff to get it done.

B. **Indirect Cost Report:** Indirect Revenue to date is \$390,429.34; Carry Forward is \$43,944.86; Total is \$434,374.20 and the IDC expense to date is \$363,756.80. Total Revenue Overage is climbing but will go down after some personnel increases and other one-time costs..

C. **Grant Termination:** The point in the grant year has us at 58.33% of budgets. Central Admin spending is at 60.12%. Head Start is at 61.58%. Youth Services is at 71.03%. Youth Services had busy months this summer. Senior Center is at 66.13%. TTA is at 60.09% and Transit is at 60.41%. Peaceful Spirit is at 55.64% of budget. Grand total expenses are \$4,614,237 with a 60.82% of total budget. Head Start COLA will be in the amended budget. Senior Center rec'd a little bit more and spent in June. All departments are doing well and within budget. A revised budget should be adopted by the board to reflect increased expenses and revenues.

- D. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information.
- E. **Grant Tracking:** United Way of SW CO is funded at 81% for Head Start and Senior Center. MSPI for Peaceful Spirit starts on Sept. 30, 2016. WIOA Contracts have been signed and submitted. It is 13% overall less than the previous year. Title III-La Plata Co has been awarded. MSPI for Youth Services has been submitted and is pending. There are also some grants coming up that Growing Partners has applied for.

III. **Old Business:**

- A. **Senior Center Self Assessment** – Eileen highlighted the Action Plan section of the self-assessment. Contact information were provided from the board for PASS training and SRP Certifications. Information will be provided to Senior Center for future trainings.
- B. **Board Retreat September 24, 2016 Draft Agenda** – A draft agenda items were provided to the board for their information. Location for the retreat has been set for SunUte Recreational Center in the Capote & Mouache rooms. Agenda items was a result from recommendations rec'd from the follow up phone calls to each board members in June and early July.
- C. **50th Anniversary Party October 7, 2016 3P-7P** – 50th Anniversary Party outline has been provided to the board. There will be food and live music. We have asked to close Lakin Street for the event. They were informed we need help in obtaining silent auction items and identifying anyone who may donate to this event.

IV. **New Business**

- A. ****2017 Head Start & Early Head Start Grant Application** – Char Schank presented the Year Four Refunding application for Head Start and Early Head Start. The HS/EHS Performance Standards required Board approval of all grants submitted to the Office of Head Start as well as all policy changes. Char highlighted some of the areas for the board for 2017. One of the big changes HS/EHS has made is that they are a now completely locked facility. Visitors will have to bring in their IDs to drop off and pick up their child. If you are there to visit the center make sure you have your ID. Each class has an Ipad to sign in & out their child. It's a work in progress. HS is also applying for another waiver for a portion of the in-kind requirement. In-kind is 20% and for the last several years they have been able to document 13% nonfederal match. Teacher qualification requirements will also not be met at the beginning of 2017 and will require a waiver. Other changes: bus services being suspended; some of the savings will fund an incremental step increase for teachers taking classes, completing and passing their class with a C or better. Dan Naiman moved to approve the 2017 HS/EHS Grant Application; his motion was seconded by (E.S.); all were in favor; motion carried.
- B. **Meth-Opioid Video Presentation and Discussion – SUCAP Youth Services** – Pat Senecal presented the Meth-Opioid Video to the board. The purpose of this video is to engage the community and make them aware. Few community members have heard about local efforts but know little about them. After the video display, there were recommendations to tweak the video to shorten it to make it audience friendly.

Suggestions for viewing of the video were parent meetings, schools, local community events, etc.

C. Staff Layoff – AmeriCorps Program Ends 8/31/16

The AmeriCorps Check and Connect Program ended August 31, 2016. SUCAP could not recruit enough schools and members to the entire program to operate sustainably within the constraints placed on the program by Serve Colorado and by SUCAP's desire to have the program operate without additional grant funding. Kelsie Borland, AmeriCorps Program Manager, was laid off on August 31.

V. Program Director Reports/Announcements/Miscellaneous Information-

Accepted as information.

Emma Shock moved to adjourn; the motion was seconded (K.L.) and it passed. The meeting adjourned at 1:32 pm.



Gina Schulz, Secretary/Treasurer
SUCAP Board of Directors

