

MINUTES  
SUCAP BOARD OF DIRECTORS  
January 5, 2017

**Present:** Karla Baird, Adria Freitas, Kathy Pokorney (representing Rocco Fuschetto), Kathleen Lorenzini, Kelly McCaw, Dan Naiman, Shirley Reinhardt, Gina Schulz, Kathleen Sitton, Carol Thompson

**Excused:**

**Absent:** Edward Box III, Alex Cloud, Jeremy Cuthair, and Emma Shock

**Guests:**

**Staff:** Teresa Campbell, Nita Emerson, Dawn Farrington, Peggy Iberg, Chloe Jackson, Char Schank, Dennis Dahlke, Eileen Wasserbach

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- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:06 p.m. at the Ignacio School Administration Conference Room.
- II. **\*\*Agenda:** There were two additions noted to the agenda: V. Old business D. Worker's Compensation Report and VI. New Business; F. James Brown Resignation. Karla Baird moved to approve the agenda with the additions; her motion was seconded by (K.M), all were in favor, motion carried.
- III. **Board minutes & Committee reports**
  - A. **\*\*Board of Directors December 01, 2016:** Eileen's name needs correction. Shirley Reinhardt moved to approve the minutes with changes; her motion was seconded by (C.T.); all were in favor; motion carried.
  - B. **Board Development Committee, December 13, 2016** – Accepted as information. No questions. If there are any names of individuals for board members, please forward that information.
  - C. **Executive Committee, December 16, 2016 \*\*Ratify Action of Committee** – Board members were informed that the ERSEA & Fiscal Review Corrective Action Plan needed an approval, therefore the Executive Committee met to approve the action plan. There were no questions. Dan Naiman moved to approve the Executive Committee response; his motion was seconded by (K.B.), all were in favor, motion carried.
- IV. **Staff Financials:**
  - A. **Cash Flow/Financial Projections Report:** The end of November we have total assets of \$1,311,423.02; Bank Deposits of \$337,988.29; Accounts Payable (488,426.48); All Payroll (459,773.10).
  - B. **Indirect Cost Report:** Indirect Revenue to date is \$602,105.19; Carry Forward is \$43,944.86; Total available is \$646,050.05 and the IDC expense to date is

\$574,574.26. The Total Revenue over expenses is \$71,476. There is an adjustment of \$216.35, with an IDC amount due to us. Once it's posted it will be corrected. As it has been said over the last few months that the amount over will be less in the year end. There were purchases of the fingerprinting equipment. We will be likely to carry forward about \$43,000.00. This is just a rough estimate. 2017 is the 3<sup>rd</sup> year of our 4 year period to spend that money. The end of next year, we will have to make the adjustments necessary.

- D. **Grant Termination:** The point in the grant year has us at 91.67% of budgets. Central Admin spending is at 97.62%. Head Start is at 95.78%. Youth Services is at 94.985%. YS DFC NG ending on 12/31/16. Senior Center is at 112.01%, however it is not that far over spent because some funds were used to purchase a vehicle which was not in the budget, but were available. TTA is at 89.23% and Transit is at 91.78%. Peaceful Spirit is at 91.15% of budget. Grand total expenses to date are \$7,295,238 with a 93.92% of total budget. We still have revenue coming in for RRT & YS. CDLE still getting it paid. They are moving into their new system.
- E. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information. Constant Contact is used for surveys, email blasts, data collection and community assessment.
- F. **Grant Tracking:** La Plata County grant for Senior Center and RRT have been awarded. The SUIT Annual Budget Donation has been awarded for Senior Center, Youth Services and RRT. The SC Office Community Services Grant has been partially awarded. The Adm Ch & Fam HS & EHS has been partially awarded. HS/EHS grants have always been paid out in partial amounts. The West Slope CASA has been awarded and this was a revised award. The grant for the Circles of Care has been submitted. There are no additional questions.
- G. **\*\*2017 Annual Budget** – The 2017 Budget is \$6,936,833 and the 2017 Indirect is \$645,605. Board member suggested that the Finance Committee look at the finalized budget with actual numbers and then bring it to the board meeting. The 2017 Annual Budget needed to be approved today, therefore, Karla Baird moved to approve the 2017 Annual Budget; her motion was seconded by (C.T.), all were in favor, motion carried. Any other questions can be forwarded to CJ.

V. **Old Business:**

- A. **Executive Director Performance Appraisal (Executive Session)** – Karla Baird moved that the board move into an Executive Session; her motion was seconded by (K.L.), all were in favor, motion carried. Board members present and Eileen Wasserbach went into an Executive Session at 12:40P. All others were excused from the Executive Session. Executive Session exited at 12:52P. Karla Baird moved to approve the performance appraisal; her motion was seconded by (K.L.), all were in favor, motion carried.
- B. **Board Member Donations –Verbal update–** Per the thermometer, there are six board members who have donated. Reminder letters will be sent out to those who have

not donated.

- C. **Colorado Gives Day Report**– SUCAP promoted an email campaign for our partners, friends and family to participate in Colorado Gives Day on SUCAP's behalf. SUCAP received about \$433.13. The results were a bit better than 2015. A suggestion was made since the program shops Amazon, why not look into Amazon Smiles for SUCAP.
- D. **Worker's's Comp Report** – Teresa provided an overview report for 2013 – 2016. The Gross Incurred includes what we paid in deductibles. A gross incurred amount totaled to \$265,300 within the four years. The premium for 2017 is figured for the years of 2013-2015. This report will be added to the HR report for the monthly board meetings.

## VI. New Business

- A. **\*\*2017 Property and Liability Insurance Package**– SUCAP's Property, Liability and Executive Risk insurance policies expire on January 1. Twelve months of coverage will be purchased. A table showing both the 10 month premium from last year and the annual premium for 2016 compared to costs for 2017 coverage was provided to all in attendance. As discussed last month, an increase in the Worker's Compensation premium is due to an ongoing claim. This claim is expected to close in the next few months. Gina Schulz moved to approve the 2017 Property & Liability Insurance package; her motion was seconded by (D.N.), all were in favor, motion carried.
- B. **\*\*Match for Two New Transit Buses**– Although it has been discussed before, there is no record showing board approval for the purchase of the transit buses in the fall of 2016. The buses have been already purchased. Gina Schulz moved to formally approve the match payment for the two new Transit buses; her motion was seconded by (S.R), all were in favor, motion carried
- C. **New Head Start Performance Standards Governance webcast video** – As a HS/EHS Performance Standards required the board receive this information. Due to technical difficulties, a link to the video will be provided to each board member for their viewing of the video.
- D. **Head Start Management Systems Wheel** – The HS management systems wheel is a visual representation of the twelve program management, planning and oversight systems that are critical to sound program infrastructure and high-quality service delivery. Char asked the board members to put their name on the wheel in areas they would like to participate in. She will make contact with the board members accordingly.
- E. **2017 Board Self Assessment** – It's that time of the year again for the Board self assessment. A copy of the survey was provided to all board members in attendance. Board members were informed that a link for the survey will be sent out to them to be completed and return by Friday, January 20, 2017 so the results can be provided at the next board meeting.
- F. **\*\*James Brown's Resignation** – the board was informed of James Brown's resignation from the board. Gina Schulz moved to accept resignation; her motion was seconded by (K.B.); all were in favor, motion carried.

VII. **Program Director Reports/Announcements/Miscellaneous Information-**  
Accepted as information.

Finger printing update – system was delivered. This system will communicate directly to CBI. HR is currently waiting on the tribe to get report for staffs that have completed their fingerprinting.

Karla Baird moved to adjourn; her motion was seconded (S.R.); all in favor. Meeting adjourned at 1:32 pm.

  
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Karla Baird, Secretary/Treasurer  
SUCAP Board of Directors