

MINUTES  
SUCAP BOARD OF DIRECTORS  
October 6, 2016

**Present:** Karla Baird, Edward Box III, Raymond Dunton, Rocco Fuschetto, Kathleen Lorenzini, Kelly McCaw, Dan Naiman, Gina Schulz, Emma Shock, Kathleen Sitton, Carol Thompson (via phone)

**Excused:** Jeremy Cuthair, Shirley Reinhardt

**Absent:** Angie Buchanan, James Brown, Alex Cloud, Beau Moore

**Guests:**

**Staff:** Nita Emerson, Eileen Wasserbach, Dennis Dahlke, Chloe Jackson, Teresa Campbell, Matt Nesbitt, Peggy Iberg

---

**Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:07 p.m. at the Head Start / Early Head Start Building.

**\*\*Agenda:** No changes. Emma Shock 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. **\*\*Board of Directors September 1, 2016:** Kelly McCaw moved to approve the minutes; her motion was seconded by (R.F.); all were in favor; motion carried.
- B. **Image & Marketing Committee, September 13, 2016:** Accepted as information
- C. **Board Development Committee September 20, 2016:** Accepted as information.

II. **Staff Financials:**

- A. **Cash Flow/Financial Projections Report:** The end of August we have total assets of \$983,927.85.
- B. **Indirect Cost Report:** Indirect Revenue to date is \$439,974.90; Carry Forward is \$43,944.86; Total is \$483,919.76 and the IDC expense to date is \$415,127.76. We are currently under-recovered but we still anticipate some one-time expenses that will increase spending before the end of the year. There is a .40 cent adjustment you will see in November.
- C. **Grant Termination:** The point in the grant year has us at 66.67% of budgets. Central Admin spending is at 69.47%. Head Start is at 69.04%. Youth Services is at 77.08%. Senior Center is at 75.87%. TTA is at 67.61% and Transit is at 68.29%. Peaceful Spirit is at 63.78% of budget. Grand total expenses are \$5,205,049 with a 68.61% of total budget. These are initial approved budgets, not the revisions that the Board may approve today.

- D. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information.
- E. **Grant Tracking:** WIOA Contracts completely signed packet hasn't been received. CDOT 5310 New Freedom is for PY 2017. La Plata County for SC is pending at this time. Office Community Services for SC is pending and this is CSBG for 2 year period has been re-submitted. MSPI Gen 1 for YS has been denied. USDA Community Food Projects-Planning for GP has been denied. Anschutz Family Foundation grant application for GP has also been denied. Other GP applications are still pending. There are no additional questions.

### III. **Old Business:**

A. **2016 Annual Budget Revision** – 2016 Approved Budget is noted in bold on the budget report provided to the board. HS/EHS is coming in at \$2,229,958 with a difference of \$31,633. TTA is \$1,3452.13 with a difference of \$87,737. PS is \$1,454,589 with a difference of \$53,737. A chunk of the \$53K is due to MST rent so eliminating rent, insurance and utilities. SC's new estimate is \$268,669 with an increase of \$23,478. RRT is \$979,369 with an increase of \$4,218. YS is \$615,043 with an increase of \$4,499. Out of all the programs, YS is to be the most hard to nail down at this time because their biggest budgets run July-June. Other programs didn't change which is the Suicide Prevention and non grant. Management & General is at \$670,858. The \$97,828 in grant expenses and is only the increase and decrease of grant expenses. This is a total of \$651,962 in IDC. 2017 the rate will change, so changes will be made again. Karla Baird moved to approve the 2016 Revised SUCAP Annual Budget; her motion was seconded by (G.S.); all were in favor; motion carried.

B. **Board Retreat Follow Up** – An agenda was provided to all in attendance for the meeting. As a part of the fundraising training, board members were asked to call individual friends and family members and extend a personal invitation to SUCAP's 50 Anniversary party. Announcement was made on KSUT. Information was provided at the Apple Days by Ms. Gina Schulz to the general public.

C. **50<sup>th</sup> Anniversary Party October 7, 2016 3P-7P** – Volunteers needed for the event. Several board members signed up to volunteer to work. Board members were informed additional silent auction items are needed and can be dropped off on Thursday.

D. **\*\*Community Complaint Process** – A revised Community Complaint Procedure was provided. This version has been reviewed and revised by the SUCAP Management Team and the Board Development Committee. The major change to the process includes inserting timelines for both the board and the complainant so that issues do not continue for several months. Dan Naiman moved to approve the Community Complaint Process; his motion was seconded by (K.M); all were in favor; motion carried.

### IV. **New Business**

A. **SUCAP Board Member Donations** – The Board Development Committee has identified a timeline of the last quarter of the calendar year as the period for Board Member donations to the organization. Board members may also pledge to make their donations in either 2016 or early 2017. We are aiming for 100% board support for our organization. A letter to each board member, along with a pledge form will be sent this

month. Gina Schulz was the first to submit her donation at the meeting.

B. **\*\*Colorado Health Foundation Application** – Approval requested for the CHF Application requesting \$25,000 to support behavioral health planning in Ignacio. Planning outline was included on the memo provided to the board. Copy on file. This is a new project for SUCAP; therefore it is coming to the board for approval. Gina Schulz moved to approve the CHF Application; her motion was seconded by (E.S.); all were in favor; motion carried.

C. **Head Start Program Information Report** – The 2015-2016 Program Information Report (PIR) was provided to the board. Several highlights include maintained enrollment; over-income/under-income requirements were met; 140 families received support services. Report was accepted as information.

D. **Head Start Program Instructions** – Information Memorandums from the Office of Head Start was provided to the board. Accepted as information.

E. **United Way Presentation** – Board members were informed of United Way pledges and can pledge as part of SUCAP or on their own. Pledge forms and text-to-pledge instructions were provided.

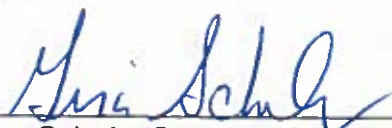
F. **Demonstration on Online Access to Board Materials** – Demonstration on accessing the Board Handbook was provided by Nita Emerson. Board members were provided pass codes for accessing the handbook verbally. Board members were informed the handbook still has some updates being completed at this time and will continue to be uploaded for their access.

G. **Executive Director Appraisal** – is once again to be completed. The Executive Communities will conduct the review, therefore all division self assessments will need to be gathered. The committee is comprised of the Executive Committee (Kathleen Sitton and Gina Shultz) and other members Karla Baird and Carol Thompson.

V. **Program Director Reports/Announcements/Miscellaneous Information-**

Accepted as information. Peaceful Spirit board report will be sent out to all board members and division directors.

Kelly McCaw moved to adjourn; the motion was seconded (K.L.) and it passed. The meeting adjourned at 1:12 pm.

  
\_\_\_\_\_  
Gina Schulz, Secretary/Treasurer  
SUCAP Board of Directors

