

APPROVED

MINUTES
SUCAP BOARD OF DIRECTORS
December 1, 2016

Present: Karla Baird, James Brown, Adria Freitas, Rocco Fuschetto, Kathleen Lorenzini, Kelly McCaw, Shirley Reinhardt, Gina Schulz, Emma Shock, Kathleen Sitton, Carol Thompson

Excused:

Absent: Edward Box III, Angie Buchanan, Alex Cloud, Jeremy Cuthair, Dan Naiman

Guests:

Staff: Teresa Campbell, Ilene Chavez, Nita Emerson, Dawn Farrington, Peggy Iberg, Chloe Jackson, Matt Nesbitt, Char Schank, Peter Tregillus, Eileen Wasserbach

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:10 p.m. at the Los Pinos Fire Protection Department.
- II. ****Agenda:** Approved with no changes. Kelly McCaw moved to approve the agenda; her motion was seconded by (K.B), all were in favor, motion carried.
- III. **Introduction of Intern and new board member** – Ilene Chavez is the SUCAP's Administration Assistant Intern who is part of the Tribal Education Certificate Program. Ms. Adria Freitas is the new Policy Committee board representative for Head Start/Early Head Start. Everyone in attendance went around introducing themselves.
- IV. **Adria C. Freitas, Swear in Oath** – Oath of Office completed.
- V. **Board minutes & Committee reports**
 - A. ****Board of Directors November 3, 2016:** Neither changes nor questions. Kelly McCaw moved to approve the minutes; her motion was seconded by (C.T.); all were in favor; motion carried.
- VI. **Staff Financials:**
 - A. **Cash Flow/Financial Projections Report:** The end of October we have total assets of \$1,921,634.31. This amount is without cutting the check to repay the Tribe for their interim support Peaceful Sprit.
 - B. **Indirect Cost Report:** Indirect Revenue to date is \$549,089.87; Carry Forward is \$43,944.86; Total is \$593,034.73 and the IDC expense to date is \$522,441.00. There is a small adjustment of .10.
 - B. **Grant Termination:** The point in the grant year has us at 83.33% of budgets. Central Admin spending is at 89.04%. Head Start is at 86.94%. USDA 15-16 reimbursement rec'd and has \$1,312 left of it all. Youth Services is at 88.35%. The YS AmeriCorps amount \$610 will be covered with unrestricted net assets. Senior Center is at 102.81%, but the higher number reflects the purchase of a vehicle

which was not in the budget. TTA is at 81.05% and Transit is at 84.65%. Peaceful Spirit is at 82.46% of budget. Grand total expenses to date are \$6,570,439 with an 85.63% of total budget.

- C. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information. The late charge for Wal-Mart is now \$0.00.
- D. **Grant Tracking:** HS Child Care Dev. Fund has been awarded. TTA Employment First/Data Entry in Archuleta County and LPC have been awarded. There are no additional questions.

VII. **Old Business:**

- A. **Executive Director Performance Appraisal (Executive Session) –** Motion to table the report to January's meeting. Gina Schulz moved to table the ED Performance Appraisal till January's meeting; her motion was seconded by (E.S), all were in favor, motion carried.
- B. **TTA Self Assessment Report–** TTA Self Assessment Report was distributed at the meeting. The report included areas reviewed such as Division Finance Procedures; program planning & assessment; personnel management; communications; specific criteria and prior year recommendations. This year's recommendations were to find one system to keep track of TTA's financial management system. The system is indeed complex, due to funds allocated between multiple years, multiple programs, operating & client expenditures. Report also would like to see TTA gain more exposure. TTA is limited in what can be done with media and advertising due to status as a contractor with CDLE. The division will increase "success stories" on SUCAP website and can include the link to Colorado works.
- C. **Board Member Donations –** Per the thermometer, there are three board members who have donated with two donations rec'd today.

VIII. **New Business**

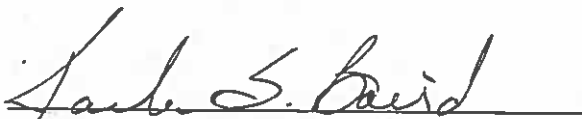
- A. **CA Assessment–** Central Admin self assessment is scheduled for December & January. We have four booklets: Executive Procedures, Finance, Human Resources and Program Development. Kathleen S. has previously volunteered to assist and we will need three more to volunteer. Carol Thompson and Gina Schulz have both volunteered to assist with the assessment. We would like to start the interviews this month.
- B. ****2017 SUCAP Employee Health Insurance–** SUCAP policies require approval of the board for the organization to commit to the annual cost of employee benefits, as the amounts are greater than administrative staff can authorize without board concurrence. It is anticipated that annual premiums during 2017 will total about \$860,000. Delta Dental is estimated at \$57,000, vision coverage from VSP is estimated to be about \$12,000 and accidental death insurance is estimated at \$20,000 and disability insurance is estimated at \$7,000. Worker's Compensation coverage is expected to increase in our premium for 2017 based on the claims/premium ratio for the past three years. The board has requested that a report be established to provide information on how many Worker's

Compensation claims we have on a monthly basis. Gina Schulz moved to approve the 2017 SUCAP Employee Health Insurance Contracts; her motion was seconded by (K.L), all were in favor, motion carried

- C. **Colorado Gives Day** – Colorado Gives Day is Tuesday, December 6, 2016. We would like for the board members to share this information with family and friends. SUCAP is the one of only a few organizations in our area to participate. This is another great way for the board members to make their annual donations to SUCAP as well.
- D. ****IRS Form 5500** – based on the number of employees that we have enrolled in our retirement plan we still have to file a tax return. This was filed and was due on October 18. Board members took a few minutes to review the Form 5500. Kelly McCaw moved to approve the SUCAP 2015 IRS Form 5500 401(k) Plan; her motion was seconded by (C.T.); all were in favor; motion carried.
- E. ****Circles of Care Grant Application** – The Substance Abuse and Mental Health Services Administration has made their Circles of Care program available to federally recognized Indian Tribes. The funding would support a three year planning process with some implementation in years 2 and 3 of services that will be identified as needed. SUCAP is proposing to administer the project through a sub award agreement. Total budget looks to be between \$375,000 and \$400,000. The application is due on December 20. Gina Schulz moved to approve the Circles of Care Grant Application pending approval of the Tribal Council; her motion was seconded by (R.F.); all were in favor; motion carried.

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

Gina Schulz moved to adjourn; her motion was seconded (K.L.); all in favor. Meeting adjourned at 1:26 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors

