

MINUTES
SUCAP BOARD OF DIRECTORS
February 2, 2017

Present: Karla Baird, Kelly McCaw, Dan Naiman, Shirley Reinhardt, Gina Schulz, Emma Shock, Kathleen Sitton,

Excused: Jeremy Cuthair, Adria Freitas, Rocco Fuschetto, Kathleen Lorenzini, and Carol Thompson

Absent: Edward Box III and Alex Cloud

Guests:

Staff: Nita Emerson, Peggy Iberg, Chloe Jackson, Char Schank, Dennis Dahlke, Eileen Wasserbach, Barbara Weaver, Matt Nesbitt

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:20 p.m. at the Peaceful Spirit Conference Room.
- II. ****Agenda:** There were no additions to the agenda: Dan Naiman moved to approve the agenda; his motion was seconded by (K.M), all were in favor, motion carried.
- III. **Board minutes & Committee reports**
 - A. ****Board of Directors January 05, 2017:** No changes/questions. Kelly McCaw moved to approve the minutes; her motion was seconded by (D.N.); all were in favor; motion carried.
 - B. **Board Development Committee, January 13, 2017 –** Accepted as information. No questions. Board members were reminded if they have any suggestions for board members to let the BDC know.
 - C. **Image & Marketing Committee, January 25, 2017 –** Accepted as information. Chloe Jackson is to be documented as absent. No other changes nor questions.
- IV. **Staff Financials:**
 - A. **Cash Flow/Financial Projections Report:** The end of December we have total assets of \$1,203,976.98; Bank Deposits of \$675,783.35; Accounts Payable (315,075.83); All Payroll (468,153.56).
 - D. **Indirect Cost Report:** Indirect Revenue to date is \$656,461.02; Carry Forward is \$43,944.86; Total available is \$700,405.88 and the IDC expense to date is \$650,236.81. The Total Revenue over expenses is \$50,169 carried forward to 2017. That number may change slightly due to some changes occurred with Transit. There is an adjustment of \$0.06.
 - E. **Grant Termination:** The point in the grant year has us at 100.00% of budgets. Central Admin spending is at 110.62%. \$10,044 is going to be covered from our net assets being used to cover Marketing budget and the Special Events Coordinator.

Head Start is at 103.65%. There was an adjustment in the Colorado Preschool Program. Youth Services is at 101.06%. We do have an AmeriCorps overexpenditure of \$600 that is being covered with organization assets. Senior Center is at 121.39%. The original budget did not include the capital cost, which accounts for the overexpenditure. Title III ends in June, 2017. TTA is at 97.75%. La Plata Employment First budget includes \$11,000 covered by Milestones which also covers rent due to county not wanting to pay rent in the contract budget and TTA staff felt that it was best that current location is kept and rent is paid. Transit is at 114.90%. Peaceful Spirit is at 99.70% of budget. Grand total expenses to date are \$8,005,966 with a 104.35% of total budget which also includes IDC twice:

- F. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information. We are on a waiver for the \$40,000 monthly spending target with Wells Fargo which will keep us from paying fees, but still have to pay other fees. In 2017, other banks will be reviewed of their services provided to look at lower rates for the services we currently have with Wells Fargo.
- G. **Grant Tracking:** LiveWell Colorado and Colorado Health Foundation have been awarded. SAMHSA-Circles of Care is pending. There are no additional questions.

V. **Old Business:**

- A. **Board Member Donations – verbal update –** Board members were informed of the current percentage of 60% of donations received. We need the donations by the end of February. Please remind each other to donate. Letters have gone out to those who have not donated.
- B. **2017 Board Self-Assessment –**There were five board members who have completed the survey. The on-line survey will be re-opened for those who have not completed the surveys and reminder notices will be sent to them again.
- C. **Administration Self-Assessment Summary–** the Administrative Self-Assessment consists of four booklets: Executive Procedures, Financial, Human Resources & Program Development. The Finance section is incomplete at this time. Lovvis Downs-Glass of the Tribal Grants & Contracts department is still new to her position therefore it was determined that it would be helpful for her to review our systems. Unfortunately, she was unable to find time to complete the financial section and requested that the assessment be rescheduled to the week of February 6. A summary of comments from the first three booklets were provided to the board. The financial comments and the responses will be presented to the board at the March board meeting.
- D. **Property Update–** The property at 825 Goddard was listed in November with an asking price of \$199,500. There has been some interest but no offers at this time. A letter of intent was sent to the Tierra Group at the Southern Ute Growth Fund in December however there has been no response. SUCAP's realtor will continue to seek a response. SUCAP will set up tours of schools and metal buildings that have been constructed recently in Durango and establish a list of contractors who can provide building plans and cost estimate.

New Business

- A. **Peaceful Spirit Division Self-Assessment**– We need volunteers that can help out with the process that will occur this month. Per Dennis, the policy & procedures have been completed and are up to date prior to license renewal.
- B. **Board Member Recruit/Referrals**– The information provided comes from the Board Development Committee which are as follow: What to look for when recruiting New Board Members; Board Member Referral forms; Category I, II & III Board member process; and Board Candidate Application. Board members are asked to recruit candidates to fill the current vacancy in Category II and to run for Category II seats in the election that will be held in June. Nita or Eileen shall be contacted if there should be any questions.
- C. **SUCAP Employee ABCD Award** – The SUCAP Administration Management Team has developed an award to recognize employees who performance goes “Above and Beyond the Call of Duty.” Nominations are requested from Division Directors for this award each month and the Management Team will review at the Team meeting – the fourth Tuesday of the month. Winners of the award are announced at SUCAP Board meetings, in the local media, on SUCAP’s Facebook page & website. An engraved plaque and a small check of appreciation is presented to the winner. Barbara Weaver of RRT was the first recipient of the ABCD Award for the month of February, 2017. This was a surprise to Ms. Barbara Weaver who accepted her award.
- D. **Head Start Administrative Requirements** – A Guidance bulletin regarding Administrative requirements, cost principles and audit requirements from the Office of Head Start was provided to Board members as is required in the Program Standards that the SUCAP Board of Directors be informed of all guidance from Head Start. Accepted as information.
- E. **Head Start Overview of Findings from 2016 Financial & ERSEA Review**– The final report from the Office of Head Start for the Federal PROTOCOL Finding was provided to the board. This letter is to inform SUCAP Head Start there are no corrective action at this time. Accepted as information.

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

Snowdown Dodgeball is tonight, a fundraiser for Youth Services.

Dan Naiman moved to adjourn; his motion was seconded (K.M.); all in favor. Meeting adjourned at 1:22 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors

