

APPROVED

MINUTES
SUCAP BOARD OF DIRECTORS
March 2, 2017

Present: Karla Baird, Edward Box III, Jeremy Cuthair, Adria Freitas, Rocco Fuschetto, Kathleen Lorenzini, Kelly McCaw, Dan Naiman, Shirley Reinhardt, Gina Schulz, Emma Shock, Kathleen Sitton, Carol Thompson

Excused:

Absent:

Guests:

Staff: Nita Emerson, Chloe Jackson, Char Schank, Dennis Dahlke, Eileen Wasserbach, Dawn Farrington, Scott Halsband, Teresa Campbell

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:08 p.m. at the Head Start Conference Room.
- II. ****Agenda:** Agenda Item III. D. has been moved to VI. F.
Addendums: VI. D. Head Start Video. Emma Shock moved to approve the agenda; her motion was seconded by (S.R), all were in favor, motion carried.
- III. **Board minutes & Committee reports**
 - A. ****Board of Directors February 02, 2017:** No changes/questions. Kelly McCaw moved to approve the minutes; her motion was seconded by (K.B.); all were in favor; motion carried.
 - B. **Board Development Committee, February 10, 2017 – Accepted as information.**
No questions. Board members were informed of two vacant committee seats in the Executive Committee and Wage Scale Committee. Eddie Box III volunteered to fill the vacancy in the Executive Committee and Carol Thompson will take a seat on the Wage Scale Committee
 - C. **Image & Marketing Committee, February 15, 2017 – Accepted as information.**
 - D. **Wage Scale Committee February 16, 2017 – accepted as information, but action not ratified.** Issue was discussed as agenda item VI. F.
- IV. **Staff Financials:**
 - A. **Cash Flow/Financial Projections Report:** The end of January we have total assets of \$1,359,444.07; Bank Deposits of \$681,874.65; Accounts Payable (176,758.08); All Payroll (386,055.37).
 - E. **Indirect Cost Report:** Indirect Revenue to date is \$51,842.91; Carry Forward is \$50,169.00; Total available is \$102,011.91 and the IDC expense to date is \$54,987.48. The Total Revenue over expenses is \$47,024 carried forward to 2017.

That number will change a little as final adjustments in year-end spending are made for the audit. There is an adjustment of \$(0.02).

- F. **Grant Termination:** The point in the grant year has us at 8.33% of budgets. Central Admin spending is at 8.26%. Head Start is at 8.58%. Youth Services is at 8.49%. 21st Century is coming to an end. One of the major Youth Services grants will end April 30, so spending in May and June will be less. Senior Center is at 7.20%. TTA is at 7.18%. Transit is at 6.35%. Peaceful Spirit is at 9.09% of budget. Grand total expenses to date are \$612,896 with an 8.04% of total budget.
- G. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information.
- H. **Grant Tracking:** Office of Behavioral Health is currently pending. This is an application for Year 3 of a Five Year Grant that supports Project Venture. There are no additional questions.

V. **Old Business:**

- A. **Board Member Donations – verbal update –** Board members were informed of the current percentage of 67% of board members providing 2017 donations.
- B. **2017 Board Self-Assessment –** As of 2/27/17, there were nine out of fourteen board members who have responded. The numeric responses were provided as a handout to the board. The written comments will be shared once we have the survey completed. The electronic version is currently closed, however paper copies were provided to those who needed it at the meeting.
- C. **Administration Self-Assessment Summary and Response–** The 2017 Administration Report was provided to board members in attendance. Eileen went over the recommendations for Central Administration which includes scheduling time on the calendar each week to spend with staff & participants in various divisions. Human Resource recommendations are to use the new fingerprinting process equipment. The set up and the training of the equipment will be provided on March 7 & 8, 2017. Program Development recommendations is to work closely with Division Directors to assure they are preparing their own grant applications and schedule meetings with each Division. The Executive Director will look into AmeriCorps volunteers to assist with grant writing process for each program.

II. **New Business:**

Item E was presented prior to other new business for HS staff to witness the presentation of the award to their fellow colleague.

At 12:50PM, Kathleen Sitton left the meeting, Gina Schulz proceeded with the meeting.

- A. **IHS Head Start Survey & Water Testing–** As a requirement of the HSPPS, The IHS Inspection and Water testing results were provided to the board. The Inspection and Water Testing was good with a minor violation of the location of the mop sink. The Water Testing results are below the lead action level and is at a

safe level.

- B. **2017 Division Self-Assessment Schedule/Peaceful Spirit Assessment in progress**– The 2017 Schedule was provided to the board. There were changes made to assignments of board members. Changes will be noted and divisions will be informed of these assignments for their assessments.
- C. **New Board Member Approval**– The vacancy in Category I was due to the resignation of Raymond Dunton; the Board Development Committee decided to seek a candidate who has experience in Early Childhood Programs to fill this seat. Virginia Benton is a retired teacher who worked for several years as the Education Coordinator at Head Start. She has applied for a board position; her application has been approved by the BDC and an interview occurred on March 1 with Eileen and Kathleen S. The BDC has voted to recommend Ms. Benton as a board member pending a successful interview. Board approval is requested for her application. Dan Naiman moved to approve Virginia Benton's board application; his motion was seconded by (K.M.), all were in favor, motion carried.
- D. **Board Officer Job Descriptions** – The Board Office Job Descriptions were provided to the board. The job descriptions have been approved by the BDC pending concurrence from the current officers. Board approval for the Job Descriptions for Board officers has been requested. There is a revision that is noted to the Secretary/Treasurer Competencies & Expectations section. Kelly McCaw moved to approve the Board Office Job Descriptions with corrections; her motion was seconded by (K.L.), all were in favor, motion carried
- E. **SUCAP Employee ABCD Award**– Scott Halsband has served as the Health Coordinator at Head Start for about a year and a half. For several weeks, the program did not have a Safety Coordinator or a full janitorial crew on staff. Since Scott's position supervises these tasks, he was required to step up and make sure the facility was clean and safe with limited resources. Scott has been awarded the SUCAP Employee ABCD for the month of March, 2017. Scott accepted the award and was congratulated by board members and his Head Start coworkers.
- F. **2017 Wage Scale** – Teresa brought to the board the 2017 Wage scale which reflects the minimum wage increase. This scale shows the minimum, mid-range and maximum range hourly wages. Grades 1 & 2 reflect the current minimum wage changes. The Grades 1 & 2 changes don't affect the other grades, so the impact for all SUCAP jobs is minimal. Jeremy Cuthair moved to approve the 2017 Wage Scale; his motion was seconded by (E.S.), all were in favor, motion carried
- G. **AIAN Eligibility Training for Governing Boards/Tribal Councils & Policy Council (20mins.)** – This video provided an overview of HS Eligibility Requirements. The hand-out for the Eligibility Training overview was provided to all in attendance.

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

Karla Baird moved to adjourn; her motion was seconded (C.T.); all in favor. Meeting adjourned at 1:33 pm.

Karla S. Baird

Karla Baird, Secretary/Treasurer
SUCAP Board of Directors