

MINUTES  
SUCAP BOARD OF DIRECTORS  
July 13, 2017

**PRESENT:** Karla Baird, Virginia Benton, Edward Box III, Adria Frietas, Kathleen Lorenzini, Kelly McCaw, Dan Naiman, Chris O'Shea Heydinger, Shirley Reinhardt, Emma Shock, Kathleen Sitton  
**EXCUSED:** Amber Harrison, Gina Schulz, Carol Thompson  
**ABSENT:** Jeremy Cuthair, Rocco Fuschetto  
**GUESTS:**  
**STAFF:** Eileen Wasserbach, Char Schank, Teresa Campbell, Tava Wilson, Nita Emerson, Dennis Dahlke, Matt Nesbitt

---

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:05 p.m. at the Ignacio Community Library McClanahan Community Room.
- II. **\*\*Agenda:** There were no additions to the agenda. Kelly McCaw moved to approve the agenda; her motion was seconded by (D.N.), all were in favor, motion carried.
- III. **Oath of Office:** Elected on June 6 to a 2-year term on the SUCAP Board, Karla Baird and Kathleen Lorenzini both completed their oath of office.
- IV. **Board minutes & Committee reports**
  - A. **\*\*Board of Directors June 01, 2017:** There are no changes to be noted. Emma Shock moved to approve the minutes; her motion was seconded by (K.M.); all were in favor; motion carried.
  - B. **Property Committee June 01, 2017:** Report accepted as information.
  - C. **Policies & Procedures Committee June 06, 2017:** Teresa Campbell indicated that the Policies with the proposed revisions will not be presented to the board in July due to the amount of changes to be made. This will go back to the committee before it comes to the board.
  - D. **Board Development Committee, June 16, 2017:** Report accepted as information.
  - E. **Finance Committee June 22, 2017:** Report accepted as information.
  - F. **Executive Committee June 28, 2017:** Char Schank reviewed the HS Cola Supplemental Application & the Head Start Facility Application approved by the Executive Committee with the board. Eileen Wasserbach reviewed the Road Runner Transportation Service Pickup Truck Purchase and the Peaceful Spirit Van Purchase with the board approved by the Executive Committee. Dan Naiman moved to ratify the action of the Executive Committee; his motion was seconded by (K. B.), all were in favor, motion carried.

**V. Old Business:**

A. **Head Start Self-Assessment:** Char Schank, Division Director reviewed the HS/EHS Program Self-Assessment with the board. HS/EHS Performance Standards require that board view this report annually. The report indicates goals for next year. The Head Start School Readiness plan will come to the board for approval. Self-Assessment is accepted as information.

B. **Youth Service Self-Assessment-July, 2017:** The Youth Services Self-Assessment will take place during July. Jeremy Cuthair & Kathleen Sitton have agreed to assist with the process but the opportunity for other board members to assist is open. If anyone is interested in assisting can contact Tava Wilson or Nita Emerson.

**VI. New Business:**

A. **Head Start Federal CLASS Review** – The Federal CLASS review results were provided to the board. The HS have met the required threshold and are waiting to find out if they are in the lowest 10% in the nation. If so, they will have to have an additional review in the upcoming review period and it may affect our noncompete status. Accepted as information.

B. **Head Start Environmental Report EHS Modular** – Information has been received from the environmental assessment on the mold issue in EHS. This is not black mold; in fact, the operators did not find mold, but identified the potential for mold in the EHS classroom and in the kitchen. EHS will close for a day during Pre-Service for their mediation company to be in that day to handle the mold situation. Upon completion, the tribal building maintenance department will come in to put all the cabinets back in place. The kitchen will be done at the same as well. This is going to cost roughly \$15,000; CCDF Grant should be able to cover the cost.

C. **Head Start Instructions & Information Memorandum for 2017-** The latest IM from the Office of Head Start has been provided to the board. There were no questions. Accepted as information.

D. **SUCAP 2016 Annual Report** – A draft of the 2016 Annual Report was provided at the board with two copies that were sent around for the board to review. An electronic copy will be provided via email. Any revisions, corrections or suggestions can be forwarded to Eileen. A final approval for the Annual Report will be at the next board meeting in August.

E. **SUCAP Duck Race July 29, 2017** - Nita informed the board that Duck Race flyers have been distributed, table tents have been distributed to most of the restaurants in Ignacio, tickets are available and ads have been placed in the local newspaper. We are also looking for sponsors and First National Bank is one of the major sponsors for this year's Duck Race. Duck Race is scheduled for July 29, 2017 at 2P. Volunteers are need for the parade and the Duck Race.

**VII. Staff Financials:**

A. **Cash Flow/Financial Projections Report:** Report was accepted as information. Board was directed to CJ if they should have any questions. Finance Director was not available due to attending a Wipfli Conference.

B. **Indirect Cost Report:** Report was provided as information. There were no questions.

C. **Grant Termination:** Eileen highlighted that the financial reports for the end of May represent 41.67% of the budget year. There are several grants that have ended as of 6/30/17. Any other questions can be directed to CJ. Accepted as information.

D. **Financial Ratios:** The financial ratios information has been provided to the board. Any questions can be directed to CJ. Accepted as information.

E. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information. Board has requested that a CCDF Report be provided to the board in October for review. This grant ends in September 30, 2017. The report lists our contract Providers and number of children being served.

F. **Grant Tracking 2017 – Adm. Ch & Fam Hd St & Early Ed. St.** has been fully awarded for HS. Governor's Call for Innovations we are likely going to get some award with CEI for PS/MST. West Slope CASA has been awarded for PS. All of TTA's grant applications have been awarded with amounts pending at this time. The Title VI for SC has been awarded. The CO Office of Behavioral Health has been awarded for YS, along with the other application for CO OBH for Prevention of Persistent Drunk Driving has been award for YS/CHC. The LiveWell CO has been awarded for GP, a grant that provides a stipend to promote SNAP Double Up at Local farmers markets.

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

Karla Baird moved to adjourn; her motion was seconded (E.S.); all in favor. Meeting adjourned at 12:55 pm.



Karla Baird, Secretary/Treasurer  
SUCAP Board of Directors

