

MINUTES
SUCAP BOARD OF DIRECTORS
October 05, 2017

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

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:04 p.m. at the Ignacio School Administration Conference Room.
- II. ****Agenda:** There was an addition to V. New Business item D. Transit Title VI Plan. Kelly McCaw moved to approve the agenda with the addition; her motion was seconded by (C.T.), all were in favor, motion carried.
- III. **Introduction of Erik Foss:** Everyone present went around the room and introduced themselves to Mr. Foss, PS Division Director.
- IV. **Board minutes & Committee reports**
 - A. ****Board of Directors September 7, 2017:** No changes. Kelly McCaw moved to approve the minutes; her motion was seconded by (S.R.); all were in favor; motion carried.
- V. **Old Business:**
 - A. **Self-Assessments:**
 1. Road Runner Transportation Report – The RRT self-assessment is being finalized and will be available for the board at the next meeting in November.
 2. The Training Advantage Oct.-Nov. – The TTA Assessment is scheduled to take place during October & November. Dawn has changed the process a little by providing the information requested in the booklets in advance. Copies of her information were provided to the board. To follow up, Dawn would like a committee of board members to meet with her to go over the information and address any concerns and questions that may arise. Board members were advised to let Dawn know if they would like to participate. The Central Administration assessment will take place at the end of the year.
 - B. **Vehicle Donation Program Update:** Currently the website is being set up to accommodate the program for the donors to be referred to the SUCAP website.
 - C. ****2016 Annual Report** – A draft copy was made available for the board to review electronically and at the meeting. Kelly McCaw moved to approve the SUCAP 2016

Annual Report with additional changes; her motion was seconded by (C.T.); all were in favor; motion carried.

D. **Strategic Planning** – Eileen provided an update on the Strategic Plan for 2018-2022. A Request for Proposals for a facilitator has been advertised with response due by Friday, October 13. A facilitator will be selected and contracted for initial meetings; we hope to begin by late October or early November.

VI. **New Business:**

A. **HS Program Governance Presentation** – Cancelled due to HS being relocated to a new facility at this time. Char provided an update for the board on the status of relocation and time frame they are working with. Karla requested that the Property Committee meet as soon as possible to work on a permanent facility for Head Start. The meeting was set for October 11 at 11:00 am.

B. **HS Policies – Information provided to the board however there was no action taken at this time.**

C. **2017 SUCAP Organization Budget Revision** – The board reviewed the budget revision. Emma Shock moved to approve the 2017 SUCAP Organization Budget revision; her motion was seconded by (K.B.); all in favor, motion carried.

D. **Transit Title VI Plan** – As required by SUCAP contracts with CDOT and sometimes the FTA, the Title VI Civil Rights Plan was provided for board approval. A little background of the Title VI of the Civil Rights Act of 1964 was presented to the board grant via Board Agenda Item. FTA requires a Title VI plan so that recipients like SUCAP spell out just how this requirement is put into action locally and how complaints may be resolved. FTA requires evidence that the governing body has adopted the Title VI plan, so board approval is requested. Gina Schulz moved to approve the Transit Title VI Plan; her motion was seconded by (K.B.); all in favor, motion carried.

VII. **Staff Financials:**

A. **Cash Flow/Financial Projections Report:** The end of August we have total assets of \$1,601,668.78; Bank Deposits of \$371,123.35; Accounts Payable (135,923.16); All Payroll (453,590.58).

B. **Indirect Cost Report:** Indirect Revenue to date is \$423,921.82. Carry forward is \$50,169.00. Total Revenue Over is \$24,143.

C. **Grant Termination:** The grant year has us at 66.67% of budgets. Central Admin spending is at 73.02%. Head Start is at 67.11%. Youth Services is at 64.46%. Senior Center is at 76.30%. TTA is at 66.39%. Transit is at 63.94%. Peaceful Spirit is at 65.62% of budget. Misc. Gaming spent is \$6064. Grand total expenses to date are \$5,109,179 with a 67.00% of total budget.

D. **Financial Ratios:** Accepted as information.

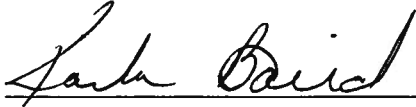
E. **Head Start Monthly Expenditure Report/Credit Card transactions:** Board reviewed report and accepted as information.

F. **Grant Tracking 2017** – CDOT for Hwy Safety is awarded. HS Facility App has been awarded in the amount of 249,099. PS Mindspring has been changed. Programs may apply for \$155,000 set aside for residential treatment when clients are eligible. TTA Archuleta County Colorado Works has been awarded with La Plata County Employment First also being awarded. YS IHS Meth & Suicide Prevention Initiative has been awarded with an additional amount of \$50,000. SAMSHA DFC has been awarded for 5

more years. RRT CDOT Operating 5311 has been awarded. New Freedom now 5311 has also been awarded.

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

Gina Schulz moved to adjourn; her motion was seconded (C.T.); all in favor. Meeting adjourned at 1:18 pm.

A handwritten signature in cursive script, appearing to read "Karla Baird", written in black ink. The signature is positioned above a horizontal line.

Karla Baird, Secretary/Treasurer
SUCAP Board of Directors