

APPROVED

MINUTES
SUCAP BOARD OF DIRECTORS
December 7, 2017

PRESENT: Karla Baird, Amber Harrison, Doug Little, Kathleen Lorenzini, Dan Naiman, Shirley Reinhardt, Gina Schulz, Kathleen Sitton, Carol Thompson
EXCUSED: Gini Benton, Edward Box III, Rocco Fuschetto, Chris O'Shea Heydinger, Emma Shock
ABSENT: Jeremy Cuthair, Adria Frietas
GUESTS:
STAFF: Teresa Campbell, Dawn Farrington, Erik Foss, Chloe Jackson, Matt Nesbitt, Char Schank, Peter Tregillus, Eileen Wasserbach, Tava Wilson (Directors), Scott Halsband and Rosanna Archuleta (Head Start staff)

- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:07 p.m. at the SkyUte Casino Events Center Bonny Kent Room.
- II. **Oath of Office:** Doug Little has been appointed by the Ignacio School Board to succeed Kelly McCaw as a member of the SUCAP Board. Members of the board and staff introduced themselves and Eileen administered the oath of office to Doug.
- III. ****Agenda:** There were no changes or additions to the agenda. Dan moved to approve the agenda as presented; the motion was seconded (G.S.); all were in favor, motion carried.
- IV. **Board minutes & Committee reports**
 - A. ****Board of Directors, November 02, 2017:** Carol Thompson moved to approve the minutes; her motion was seconded by (S.R.); all were in favor; motion carried.
- V. **Old Business:**
 - A. **Assessments:**
 1. *RRT Assessment* is still being compiled.
 2. *TTA Assessment November 30, 2017* –Dawn reported on the process used. She prepared a report answering questions in each of the booklets. The report was made available to all board members. A meeting to present the results and answer question was attended by Karla and Carol, along with Eileen and four of the TTA staff. Dawn reported the highlights of her investigation. Karla and Carol both expressed confidence in the administration of TTA programs and appreciation for the streamlined assessment process. Both board members felt they learned more about the program than they did when investigating only one segment.
 3. *Central Admin assessment* will take place in December-January. Dan and Karla are listed as board members who will participate. Because Karla participated in the TTA assessment, Amber agreed to serve on the Central Admin assessment.

B. **Strategic Planning** –Eileen has contacted Susan Lander regarding facilitating the planning process and it is anticipated the process will begin soon after the new year.

C. **Owner's Representative RFP**–Only one response to the RFP was submitted by the due date of December 6. The Property Committee will meet following the board meeting to determine next steps.

VI. **New Business:**

Agenda item VI.C. was moved to the first item under new business.

A. **SUCAP Employee ABCD Award** – The "Above and Beyond the Call of Duty" Award was presented to Rosanna Archuleta, Head Cook at the Head Start program. Rosanna showed exceptional resourcefulness and dedication to her job when most of her staff resigned suddenly, then soon after she was required to move her entire kitchen to a new facility and adapt to serving food in different locations. Rosanna received a plaque and a check in recognition of her efforts. The board congratulated her on the award.

B. ****HS/EHS Waiver Requests** –Because of the disruption in the Head Start and Early Head Start programs due to the move of three classrooms, staff offices and the kitchen, some of the required tasks were not completed on time this fall. A letter was sent to Valerie Gardner outlining the tasks that weren't completed and the plan to finish them. The letter also requested a waiver of 8 days from the required number of operational days, since that is the number of days that the program was closed due to the move. A second letter to Ms. Gardner requested a waiver of required educational certifications needed for Head Start teachers. Although the program is continually advertising for teacher who hold a B.A., we have been unable to attract, hire and retain teachers with that qualification. A waiver request for three Head Start teachers and six Early Head Start teachers was requested. Head Start regulations require that the SUCAP Board approve requests for waivers. The board also received documentation that the waiver requests for the required number of days of operation and for the teacher education credentials were approved. Carol Thompson moved to approve the waiver requests, the motion was seconded (K.B.) and it passed.

C. **CCDF Annual Report** –Char provided a summary of the annual report for the Child Care and Development grant. There were no questions and the board accepted the report as information.

D. ****Employee Health Insurance** – Eileen recognized Teresa and the HR Department for an excellent job in completing benefits enrollment this year. It is a big job that takes place in a short amount of time. Changes to this year's employee benefit package included an increase in premiums for medical insurance and an increase in SUCAP subsidy for the lowest cost plan. A summary of employee benefits was provided. Eileen mentioned that we see fewer employees signing up for health insurance as the costs increase. Dan asked if it is possible for SUCAP to join a pool of employers to increase the numbers of people insured. Doug suggested that perhaps SUCAP could work with the school to get a policy with a lower premium. Approval was requested to enter into contract with the health insurance providers and to authorize Eileen to sign appropriate documents. Dan Naiman moved to approve the employee health insurance contracts; the motion was seconded (C.T.) and it passed.

E. ****Next Fifty Application** –Next Fifty is a relatively new foundation located in

Denver with the mission of serving the elderly. Peter presented a PowerPoint with information about a proposal that has been prepared to submit to this foundation to support the Senior Center. We propose a three-year program that includes an effort to locate and survey seniors in our service area who are not currently using our services, or who need services that we are unable to offer, the development and implementation of two evidence-based training programs for seniors (Chronic Disease Self-Management and A Matter of Balance), increase SUCAP staff capacity to provide benefits information and enrollment assistance (chiefly MediCare), and increase program capacity to assist our clients by developing and implementing a needs survey and creating a tracking system. Carol mentioned that Marty Model is a MediCare counselor working in Durango. Because this is a new funding source and some new programming for the Senior Center, we are seeking approval from the Board of Directors to submit the application for funds. Gina moved to approve submission of the application; the motion was seconded (A.H.) and it passed.

VII. Staff Financials: (for 10/31/2017)

A. **Cash Flow/Financial Projections Report:** The end of October we have total assets of \$1,408,009.57; Bank Deposits of \$434,490.49; Accounts Payable (\$163,739.70); All Payroll (\$388,623.16). Eileen and Chloe were both pleased to report that an accumulated payment for the Tribal Transit grant had been received by the Tribe and a check cut to SUCAP; the drawdown of these funds had been delayed for several months due to a complex federal payment system.

B. **Indirect Cost Report:** Indirect Revenue to date is \$535,732.08; Carry Forward is \$50,169.00; Total available is \$532,444.33 and the IDC expense to date is \$585,901.08. The Total Revenue over expenses is \$36,899.

C. **Grant Termination:** The grant year has us at 83.33% of budgets. Central Admin spending is at 82.08%. Head Start is at 82.00%. Youth Services is at 83.97%. Senior Center is at 90.28%. Peaceful Spirit is at 83.31% of budget. RRT is at 82.03%. TTA is at 86.34%. Misc. Gaming spent is \$884. Grand total expenses to date are \$6,417,955 with a 83.47% 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** – The Grant Tracking form was omitted from the Board packet. Eileen will provide the report.

G. **SW Colorado Gives** – Eileen reported that SUCAP received \$500 in donations on Colorado Gives Day, including some donations from Board members. The total amount will likely be a little bit more as there are some incentive funds in which SUCAP will share.

VIII. Program Director Reports/Announcements/Miscellaneous Information- Eileen announced the Vehicle Donation program is still operating and thanked Board member Gini Benton for her donation. We have not received the funds as yet; the transaction is still in progress. Annual donations to SUCAP from Board of Directors members are due either by December 31 or February 28, depending on which year the member would like to make the donation. We have received two donations so far.

The situation at the Senior Center with a temporary employee related to the director still

exists. Kathleen and Gina attended lunch at the Senior Center last week to hear concerns of the clients and will convene the SUCAP Policies and Procedures Committee to make a decision next week.

Eileen asked each Board member to find their Christmas gifts A second gift was ordered but did not arrive in good shape, so will be distributed at the next meeting. Division and Department reports were provided and accepted as information.

Carol Thompson moved to adjourn; her motion was seconded (G.S.); all in favor. Meeting adjourned at 1:21 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors