

APPROVED

MINUTES
SUCAP BOARD OF DIRECTORS
November 02, 2017

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

I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:03 p.m. at the Southern Ute Cultural Center.

II. ****Agenda:** Items V. E Paylocity Contract, V.F. RRSL ICB Update & V.G. United Way were added to the agenda. Emma Shock moved to approve the agenda; her motion was seconded by (C.T.), all were in favor, motion carried.

III. **Board minutes & Committee reports**

A. ****Board of Directors October 05, 2017:** Kelly McCaw moved to approve the minutes; her motion was seconded by (G.B.); all were in favor; motion carried.

B. **Property Committee, October 11, 2017:** A verbal update was provided due to several working meetings have occurred but a report wasn't written.

C. **Finance Committee October 26, 2017:** Report accepted as information with changes from 'drivers' to 'driver.'

IV. **Old Business:**

A. **Self-Assessment:**

1. **TTA Assessment November 30, 2017** – will take place at the SUCAP Central Admin Conference Room from 11:30A – 1:00P. Dawn can be contacted if there any questions prior to the meeting.

2. **Central Admin assessment** will take place in December-January. If anyone is interested, please contact Eileen.

B. **Vehicle Donation Program Update** - The Vehicle Donation Program is up and running the on SUCAP website. Basic Information can be found by clicking the donate logo or within the spotlight section on the SUCAP website.

C. **Strategic Planning**– SUCAP has received three (2 locally and 1 out of town) responses to the proposal requests for a planning process facilitator. Eileen is currently working on a final selection.

V. New Business:

A. **Legal Update Head Start Building** –Emma Shock moved to approve an Executive session with SUCAP Attorney Doug Ware; her motion was seconded by (C.T.), all were in favor, motion carried. Carol Thompson moved to exit the Executive Session, her motion was seconded by (K.B.), all were in favor, motion carried. Board members and staff remained in the meeting during Executive Session.

B. **Community Request – Senior Citizen Employment** – Due to several employees resigning from the senior center earlier this year, the SC had trouble filling the positions. After a few months of trying and failing to recruit and hire staff who were a good fit for the program and the clients, Ms. Shone Valencia was a temporary employee. Due to Ms. Valencia being a relative of the Division Director, SUCAP policies forbid family members to work under the supervision of a family member. Ms. Valencia is a successful employee at the SC. SC has received several requests that the policy be waived for Ms. Valencia to become employed. Since the requests, SUCAP has created a new position at the SC, Mr. Robert Silva's position. His position will supervise all of the program staff which will include Ms. Valencia's current position. This would not be against SUCAP's policies if Ms. Valencia should become employed with SUCAP. Eileen will investigate with staff and participants whether they foresee any problems if Ms. Valencia were to be permanently employed with SC. If the investigation shows positive results, SUCAP will invite Ms. Valencia to apply for any open position within SC.

C. ****Indian Health Service 638 Substance Abuse Plan - Resolution-** Approval was requested from the Board to approve the submission of the 2018 Peaceful Spirit plan to I.H.S. Karla Baird moved to approve the submission of the I.H.S. 638 Substance Abuse Plan; her motion was seconded by (C.T.); all in favor, motion carried.

D. **Board Financial Gift** – It's that time of the year again for the board financial gift. The board were informed last year we were at 86% and would like to be at 100% this year. Eileen suggested to the board if they have three top charities they donate to consider SUCAP as one of the top three. The board thermometer will be at the next board meeting.

E. **Paylocity Contract** – CJ provided to the board a Paylocity Quote for Service and informed the board this is not a contract. Concerns brought forth is what will SUCAP do with power failure if any? Staff will keep manual timesheets for time keeping, etc. and will consider backups. Carol Thompson moved to approve the two year contact at the same rate; her motion was seconded by (E.S.); all in favor, motion carried.

F. **Road Runner ICB Update** – SUCAP has been operating RRSL since July, 2014. RRSL started with two older vehicles; one has been replaced with a Bustang bus leased to SUCAP by CDOT last spring. However CDOT wants it back next month and proposes to replace it with a turtle-top-type bus. The service is now operating on a reduced schedule of 5 days per week (Wed. – Sunday). Staff is recommending that SUCAP further negotiate the 2018 contract with CDOT for 5311-F funds to request additional funds. Next steps would be for the Executive Committee to take action on this matter at its next meeting.

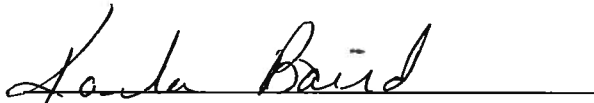
G. **United Way** – Information about the United Way was distributed to the board. Board members were informed of the opportunity to make their pledges to UW which provides funds to two of SUCAP's divisions, SC and HS. Pledge forms were disbursed.

VI. Staff Financials:

- A. **Cash Flow/Financial Projections Report:** The end of October we have total assets of \$1,525,971.85; Bank Deposits of \$429,190.49; Accounts Payable (163,716.39); All Payroll (388,713.03).
- B. **Indirect Cost Report:** Indirect Revenue to date is \$482,275.33; Carry Forward is \$50,169.00; Total available is \$532,444.33 and the IDC expense to date is \$498,982.39. The Total Revenue over expenses is \$33,462. There is an adjustment of \$(0.49).
- C. **Grant Termination:** The grant year has us at 75.00% of budgets. Central Admin spending is at 74.07%. Head Start is at 74.29%. Youth Services is at 76.38% YS MSPI will carry forward to new Program year. Senior Center is at 82.20%. TTA is at 77.51%. Transit is at 73.87%. Peaceful Spirit is at 75.07% of budget. Misc. Gaming spent is \$884. Grand total expenses to date are \$5,794,984 with a 75.37% 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** – SC has a partial award for the Ofc. Community Services and the Burt Foundation is pending. YS/CHC has PDD-OBH awarded and Ballantine Foundation is pending. RRT Tribal Transit has been awarded three years' worth of funding much of this already spent.

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

Emma Shock moved to adjourn; her motion was seconded (D.N.); all in favor. Meeting adjourned at 1:31 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors