

APPROVED

**MINUTES
SUCAP BOARD OF DIRECTORS
April 05, 2018**

PRESENT: Karla Baird, Edward Box III, Doug Little, Kathleen Lorenzini, Dan Naiman, Shirley Reinhardt, Gina Schulz, Kathleen Sitton, Carol Thompson
EXCUSED: Rocco Fuschetto, Amber Harrison
ABSENT: Jeremy Cuthair
GUESTS: Emma Shock, Kathy Pokorney – Rep. for Rocco Fuschetto
STAFF: Chloe Jackson, Teresa Campbell, Char Schank, Eric Foss, Eileen Wasserbach, Nita Emerson

I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:02 p.m. at the Ignacio School Administration Conference Room.

II. ****Agenda:** Additional Item to the agenda is VII. J. Wellness Screening. Gina Schulz moved to approve the agenda with addition; her motion was seconded (C.T.); all were in favor, motion carried.

III. **Board minutes & Committee reports**

A. ****Board of Directors, March 01, 2018:** Date of meeting on minutes for March needs to be changed from February 20, 2018 to March 01, 2018. Shirley Reinhardt moved to approve the minutes with the changes; her motion was seconded by (C.T.); all were in favor; motion carried.

B. **Joint Meeting Head Start Policy Committee & SUCAP Board, March 7, 2018:** Report was accepted as information.

C. **Finance Committee, March 15, 2018:** Report was accepted as information.

D. **Head Start Facility Project—Verbal:** A Facilities meeting occurred on March 20, 2018 at which six possible sites were discussed; with three of these sites to be the tribe's property, ELHI, the Ignacio School site by the Adult Ed and another at the Growth Fund's site. Pros and cons were discussed for all six sites and a summary of these sites and recommendations was submitted as a packet to the Council for the next work session. We talked about possibilities of additional things we can do in a new building; adding in additional rooms for the school district teachers to provide child care services and a possibility of changing up services a little bit like providing HS Kindergarten class for 4 year olds going into Kindergarten in the Fall. Char is to research this some more. Sponsorships were also discussed. Peter also informed the committee of the Community Development Block Grant and where we are currently at for the tribal application.

IV. Old Business:

A. **Strategic Planning, March 22, 2018:** Six SUCAP board members and nine staff participated in a Strategic Planning Retreat at Sky Ute Casino on Thursday, March 22. MS. Susan Lander facilitated the planning retreat for SUCAP. There were questions that were distributed to each board member and staff prior to the event, which concentrated on the knowledge of who SUCAP is and what SUCAP does; and what the strengths of SUCAP were; challenges SUCAP may be facing and what specific areas should SUCAP needs to work on. Some of the responses were compiled and provided to the board.

B. **Division Self Assessments:**

1. **Admin Assessment-Initial Report:** The initial report will be available to the Board at the meeting in April. A meeting with SUCAP board reviewers and Admin staff will be set for the end of April or early part of May.
2. **Peaceful Spirit Assessment-meeting 3/21/18.** – Initial report has been prepared which was sent to the board and discussed during the meeting on March 21 pending feedback from board members. The final report will be available at the May board meeting.
3. **Head Start – Review in April:** Assessment will take place on April 17, 2018 at 10:00 am. Karla B., Kathy L & Kathleen S. have volunteered to assist with the assessment.

C. **Board member Donations-Verbal:** As of today, we are at 71% of board members participation. Board members were reminded that they can still make a contribution for SUCAP's fiscal year 2018.

D. **2018 Board Self-Assessment:** The board self-assessment is available and an email has been sent to each board member to complete the survey. Paper surveys were delivered to two of the board members. Surveys need to be completed by Friday, April 6, 2018. Results of the survey will be shared with the board and specifically with the Board Development Committee to identify areas of board training for the coming year.

E. ****Executive Director Evaluation (Executive Session):** Karla Baird moved to approve to move into an Executive Session at 12:30P; her motion was seconded (C.T.); all in favor; motion carried. Dan Naiman moved to approve to exit the Executive Session at 12:45P; his motion was seconded (E.B.); all in favor; motion carried. Dan Naiman moved to approve the Executive Director Evaluation; his motion was seconded (E.B.); all in favor; motion carried.

V. New Business

A. ****Everytown for Gun Safety Grant – March 4 Our Lives 3/24/18:** An opportunity for Celebrating Healthy Communities came up to access some funding to assist in the March 4 Our Lives event. A grant in the amount of \$5,000.00 was awarded. Karla Baird moved to pay the expenses already used for the march and, before additional expenditures are made, the board should approve a plan; her motion was

seconded by (K.L.); (9 – In favor); (1-Opposed); motion carried.

B. **Layoff Information:** The administrative budget carried over a balance a couple of years ago, however in 2017 the indirect cost revenue and the administrative expenses came out about even. For 2018 our projection was that we would overspend the revenue due to the new payroll system and with current staff. Therefore we regretfully have to terminate the position of the HR Coordinator, currently held by Claudia Navarro. Claudia's expected last day is April 27, 2018. This layoff is a budget decision and we do not anticipate hiring in this position again. Accepted as information.

C. **Campaign Coordinator Position:** Ms. Beth Lamberson was selected for the position. Beth's resume was provided to the board for information purposes on her qualifications. Beth will work with a limited number of other clients; therefore it was determined that she will work for SUCAP as a contractor and not an employee. Accepted as information.

D. ****Board Member Resignation – Gini Benton** – Carol Thompson moved to approve Gini's resignation; her motion was seconded (K.B.); all in favor; motion carried.

E. ****Head Start ERSEA Policy:** Per the new Head Start Program Performance Standards the Eligibility, Recruitment, Selection, Enrollment and Attendance Policy must be reviewed and approved by the board annually. A revised copy of the policy was available for review. The updates include adjustment to the criteria points to ensure over income points are given at different levels of income to ensure the lowest income is given priority. Dan Naiman moved to approve the policy revision: ERSEA; his motion was seconded (K.B.); all in favor; motion carried

VI. Staff Financials:

A. **Cash Flow/Financial Projections Report:** The end of February we have total assets of \$1,041,455.05; Bank Deposits of \$380,126.30; Accounts Payable (\$158,185.18); All Payroll (\$426,866.09).

B. **Indirect Cost Report:** Indirect Revenue to date is \$103,153.51; Carry Forward is \$50,774.00; Total available is \$153,927.51 and the IDC expense to date is \$121,862.81. The Total Revenue over expenses is \$32,065.

C. **Grant Termination:** The grant year has us at 16.67% of budgets. Central Admin spending is at 17.91%. Head Start is at 16.24%. Youth Services is at 15.88%. Senior Center is at 15.73%. Peaceful Spirit is at 15.57% of budget. RRT is at 13.86%. TTA is at 16.47%. Misc. Gaming spent is \$4,157. Grand total expenses to date are \$1,232,143 which is 15.96% of total budget of \$7,713,312. There are some grants ended and is noted on the report.

D. **Financial Ratios:** Board reviewed and accepted as information.


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

F. **Grant Tracking 2018** – Board reviewed and accepted as information.

VII. **Program Director Reports/Announcements/Miscellaneous Information-**
Division and Department reports were provided and accepted as information.

J. **Wellness Screening** – The SUCAP 2018 Biometric screening is scheduled for April 20, 2018. Board members are invited to participate. Please contact Teresa to get scheduled if interested.

Dan Naiman moved to adjourn; his motion was seconded (K.L.); all in favor. Meeting adjourned at 1:32 pm.



Karla Baird, Secretary/Treasurer
SUCAP Board of Directors