

**MINUTES
SUCAP BOARD OF DIRECTORS
August 02, 2018**

PRESENT: Karla Baird, Diana Briar, Rocco Fuschetto, Amber Harrison, Doug Little, Gina Schulz, Emma Shock, Kathleen Sitton
EXCUSED: Edward Box III, Shirley Reinhardt
ABSENT: Carol Thompson
GUESTS: Marisa – Russell Engineering
STAFF: Nita Emerson, Dawn Farrington, Tava Wilson, Peter Tregillus, Matt Nesbitt, Eileen Wasserbach, Eric Foss, Teresa Campbell, Char Schank, Chloe Jackson, Sara Hunt

I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:02 p.m. at the Ignacio Community Library.

II. ****Agenda:** Gina Schulz moved to approve the agenda; her motion was seconded (K.B.); all were in favor, motion carried.

III. **Oath of Office – Diana Briar:** Ms. Briar has taken her oath.

Sara Hunt was introduced to the board. Sara is an employee with Peaceful Spirit as the Clinical Supervisor. Ms. Hunt fills in on Eric's behalf when he is out of the office.

It was brought to the board there are additional items to be added to the agenda. Item III. A. Rescinding Emma's Resignation & VI. F. Early Dismissal at Head Start. Karla Baird moved to approve the agenda with the additional items added to the agenda; her motion was seconded (D.L.); all were in favor, motion carried.

A. **Rescinding Emma's resignation:** Gina Schulz moved to approve Emma's rescinding of her resignation; her motion was seconded by (D.L.); all were in favor, motion carried.

IV. **Board minutes & Committee reports**

A. ***Board of Directors, June 7, 2018 (meeting notes only, quorum not valid):*** Report was accepted as information due to not meeting quorum.

B. *****Executive Committee Report June 12, 2018 (Ratify actions of Executive Committee):*** All approved items from the June 7 meeting were approved by the Executive Committee on June 12, 2018. Rocco Fuschetto moved to ratify the approval of all items on the Executive Committee Report; his motion was seconded by (E.S.); (7 were in favor) (1 refrained).

C. ***Finance Committee Report July 17, 2018:*** Accepted as information.

D. **Executive Committee Report July 24, 2018 (No action taken, lack of quorum):** The date on the report needs to reflect the correct date of July 24, 2018. Report was accepted as information with changes.

V. **Old Business:**

A. **Division Self Assessments:**

1. **Central Admin Assessment (January):** Outstanding. Peter's part is needed to complete the report and the committee shall meet thereafter.
2. **Senior Center (June):** Assessment is underway.
3. **Youth Services (July):** Volunteers are needed. Board members are encouraged to let Nita or Tava know directly.
4. **Road Runner (August):** Volunteers are needed. Board members are encouraged to let Nita or Matt know directly.

B. **Duck Race (Verbal Report):** The San Ignacio Fiesta Results were provided to the board. SUCAP took first place in the auto category in the parade. SUCAP received a check in the amount of \$25.00. The Duck Race made roughly \$3070.00 with ticket sales. This year's sponsorship was from Southwest Ag who will sponsor the Duck Race for three years. Please stop by SwAg and thank them for their sponsorship on behalf of SUCAP.

V. **New Business**

A. ****Head Start One Time Funds Application:** The Head Start One Time Funds Application was presented to the board. Char explained to the board that this application is to request an amount of \$2,800,000.00 to purchase modular, installation and infrastructure. Amber Harrison moved to approve the HS One Time Funds Application; her motion was seconded by (K.B.); all were in favor; motion carried.

B. ****Head Start Proposed Lease w/Ignacio School District:** The Ignacio School Board voted to approve SUCAP's proposal to lease a portion of the school district property on Candelaria Heights for a HS Facility on Monday, July 30, 2018. CJ, Char and Eileen met with Rocco to create a lease which was presented to the board. With the approval from the Board, the school board will review the lease at their meeting on August 09, 2018, allowing the renovations of the modular classrooms to begin soon. This would include two phases. Phase I – Minor Renovation of the existing three buildings; Phase II – securing enough funds for Cafeteria and a multi-purpose space. There was a discussion regarding the terms of the lease. Karla Baird moved to approve the Head Start Proposed Lease with Ignacio School District; her motion was seconded by (E.S); (1 voted No) (3 abstained).

C. **Executive Director Transition:** The Executive Committee have set out next

steps to begin recruitment. A revised job description was disbursed with an approval from the board. Advertising to begin early next week. Susan Lander is contracted to assist with the transition process. Therefore a Transition Committee will need to be formed which may consist of staff and board members. This group could also include the Interview Committee to consist of no larger than 6 people. Susan will assist the group in developing a timeline & guidelines for committee activities.

A. *Executive Director Job Description:*** Doug Little moved to approve the Executive Director Job Description; his motion was seconded (A.H); all in favor; motion carried.

B. *Executive Director Interview Committee:* Those who are interested can contact Eileen to be on the committee.

C. *Executive Director Recruitment Plan:* A date is set to meet with Susan to implement a plan for the recruitment on Tuesday, August 07, 2018 at 1:30PM. Staff and board members are welcome to attend.

D. *CHC Staff Changes:* Letter from the Director and the CHC board were distributed to the whole board and management team.

E. *Purchase New Bus for Road Runner Transit:*** The Transit is purchasing a new Ford Type 2A mini bus. This bus will replace bus #12 which currently has high mileage and needs to be transitioned as a spare bus. The total cost projected is \$73,261. Amber Harrison moved to approve the purchase of the new bus for RRT; her motion was seconded (E.S); all in favor; motion carried.

F. *Early Dismissal @ Head Start:* Char presented to the board an early dismissal policy for Head Start to be set at 1P from 3P each Wednesday. By doing so, they will enable more time for staff training. Diana Briar moved to approve the early dismissal to 1P; her motion was seconded by (E.S.) (1 abstained); motion carried.

VI. Staff Financials:

A. *Cash Flow/Financial Projections Report:* The end of June we have total assets of \$1,545,336.26; Bank Deposits of \$543,972.86; Accounts Payable (\$197,936.91); All Payroll (\$411,535.08).

B. *Indirect Cost Report:* Indirect Revenue to date is \$358,965.46; Carry Forward is \$50,774.00; Total available is \$387,586.70 and the IDC expense to date is \$3,544,552.35. The Total Revenue over expenses is \$28,621.

C. *Grant Termination:* The grant year has us at 50.00% of budgets. Central Admin spending is at 55.53%. Head Start is at 50.18%. Youth Services is at 55.83%. Senior Center is at 56.61%. Peaceful Spirit is at 55.53% of budget. RRT is at 42.48%. TTA is at 52.44%. Misc. Gaming spent is \$6,960. Grand total expenses to date are \$3,999,424

which is 51.82% of total budget of \$7,713,312. A lot of the grants are ending in June and funds will be spent.

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.

Announcement – Suicide Prevention – will have a resource website which will be community friendly and youth oriented.

8/23/18 Break the Bullying Assembly

8/24/18 Staff Training by the same presenter (Youth Services, the Academy, school district and Staff are welcome to attend)

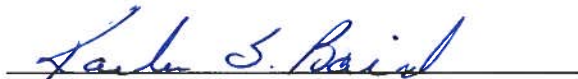
8/15/18 @ 6P Chamber of Commerce QPR Training

8/10-8/11/18 Clothing Closet open to the community

8/17-8/18/18 Clothing Closet open to the community

SUCAP has been selected to become a finger-printing location effective September 01, 2018. As of 9/24 there will be no more finger printing cards accepted; all fingerprinting needs must be processed electronically by an approved vendor.

Karla Baird moved to adjourn; her motion was seconded (A.H.); all in favor. Meeting adjourned at 1:36 pm.



Karla Baird, Secretary/Treasurer

SUCAP Board of Directors