

**Board Meeting
November 30, 2018
Price, Utah**

Board Members in Attendance:

Patti Rigby, Nicole Steele, Danielle Howa-Pendergrass, Liz Bryner, Karen Stephensen

Staff Members in Attendance:

Keri Allred, Heele Eden, Jennifer Davis

Attorney:

Cory Cottam

Welcome:

Patti Rigby welcomed everyone to November 30, 2018 Board Meeting.

Ongoing training:

Ongoing training was presented through Google Drive on RUCD Head Start Eligibility. Income eligible, homelessness and the points system was discussed in detail. Site Managers and Early Head Start Staff can access Child Plus and give parents the current status on enrollment for their children. Board members were able to discuss and ask questions.

Karen Stephensen made a motion to approve the ongoing training of eligibility as presented. Danielle Howa-Pendergrass seconded the motion. All approved

Quorum Declaration:

With five (5) members in attendance, there is a quorum present.

Conflict Declaration

No Conflict was declared.

Agenda:

The November 30th, 2018 Board Meeting Agenda was amended with adding A.1. Insurance Contract Review and A.2. Micro-purchases change to the RUCD Financial Manual.

Nicole Steele made a motion to approve the agenda as presented with the change. Liz Bryner seconded the motion. All approved

Minutes:

The October 5, 2018 Board Meeting Minutes were reviewed.

Danielle Howa-Pendergrass made a motion to approve the October 5th, 2018 Board Meeting Minutes. Nicole Steele seconded the motion. All approved

Financial Report:

The CFO presented the Financial Report. The Board members were able to discuss and ask questions.

Director's Report:

Keri Allred presented the Directors and Monthly Report.

Keri gave an overview of the UHSA Conference and stated that one of the biggest highlights for the conference occurred when several RUCD teachers approached her after a session and told her how proud they were of RUCD's Active Supervision Plan. RUCD was recognized in the session for having an excellent system to ensure the safety of all children.

An update on the new management building was given, with a proposed timeline of occupancy.

Keri represented RUCD at the Fall Leadership Institute in Washington DC, and the Early Futures Conference in San Jose California.

RUCD will not be writing for the EHS Expansion Grant due to the quick turn around time of the application, and the award threshold for Region 8 grantees.

In the past month, there has been a scam via an internet web site, Indeed. A fraudulent job posting had been posted on the internet which RUCD data. A police report was filed and an email was sent to Indeed to remove the posting and to also cancel the account RUCD had.

A proposal to provide each RUCD employee a health savings account beginning in January of 2019 was presented. Each staff member would receive \$1,000 in an account to help with Staff Health and Wellness. Board members discussed considerations before a final decision could be made.

RUCD Board of Directors discussed adding a new board member at this time and decided to continue with existing members and reassess the needs of the board at a later date.

Karen Stephensen made a motion to accept the Monthly and Directors Report as presented. Liz Bryner seconded the motion. All approved.

Agenda Items:

A. Annual Legal Review:

Cory Cottam, RUCD's legal counsel, gave an annual overview to all board members, outlining legal issues that arose over the course of the previous year, and their resolution. RUCD leadership was complimented for their forward-thinking, solution-based approach.

A.1. Insurance Proposal:

The 2019 proposed renewal rates for dental, health, and optical insurance were presented to the board members. The board members agreed not to increase the employee portions, and for RUCD to assume the additional cost.

Liz Bryner made a motion to accept the discussion of the 2019 insurance proposal. Danielle Pendergrass seconded the motion. All approved.

A.2. Micro Purchase Proposal:

An amendment to the financial manual was presented to the board members for micro-purchases. The current micro-purchase threshold is \$3500. The new proposal would bring the threshold to \$10,000 and will align with the OMB micro-purchase threshold.

Nicole Steele made a motion to accept the micro-purchase amendment to the financial manual. Karen Stephensen seconded the motion. All approved.

B) Policy Changes:

Keri proposed the following changes to the formal grievance policy (P.800)

- The final decision will no longer go to a grievance committee
- The final decision will be from the Executive Director
- Executive Director will have 10 working days to respond

The policy change was discussed by all board members.

Nicole Steele motioned to approve the P.800 policy change.

Danielle Pendergrass seconded the motion, All approved.

C) Duration Funding

The board members ratified the vote on the FY 19 Duration Application, which was approved via Remind.com on 11/28/2018.

Nicole Steele made a motion to ratify the votes for the Duration Application. Danielle Howa-Pendergrass seconded the motion. All approved.

D) Non Federal Share Waiver

The board members ratified the vote on the Non-Federal Share waiver application which was approved via Remind.com on November 27, 2018.

Nicole Steele made a motion to ratify the votes for the Non-Federal Share waiver application. Danielle Howa-Pendergrass seconded the motion. All approved.

E) Executive Session:

Closed Meeting

Time and Date of Next Meeting:

The next meeting is scheduled for Friday, February 8th, 2018 place of meeting TBA.

Nicole Steele made a motion to approve the next scheduled meeting date and time. Danielle Howa-Pendergrass seconded the motion. All Approved.

Closing:

Meeting adjourned.