



Attendees: Patty Rigby, Nicole Steele, Janice Spillman, Teresa Martinez, Danielle Pendergrass.

RUCD Staff: Keri Allred and Heele Eden

AGENDA

New Business

1. Quorum Declaration - Quorum Declared
2. Ongoing Training - 5 Year Grant Cycle Keri Allred gave an overview and explanation of the 5-year grant cycle. RUCD currently contracts with a grant writer, Heartland Solutions, to assist in the writing and development of the Designation Renewal System (DRS) grant. The DRS grant has been forecasted and the funding announcement is predicted to be released in September of 2019.
3. Conflict Declaration - No conflicts to declare.
4. Agenda Approval - Nicole Steele made a motion to approve the August 8, 2019 board agenda. Teresa Martinez seconded the motion. All approved, motion carried.
5. May 14, 2019 Approval of Minutes - Nicole Steele made a motion to approve the May 14, 2019 board minutes. Janice Spillman seconded the motion. All approved, motion carried.
6. Ratify Vote for New Board Member - Board members ratified the vote to enter into the minutes. Teresa Martinez made a motion to approve a new board member, Scottie Draper.. Janice Spillman seconded the motion. All approved, motion carried.
7. Monthly DOMO Reports: ERSEA, Health, School Readiness, Fiscal, Directors Report (approval up to May only, to follow Policy Council approvals).
 - Monthly reports are updated within DOMO.

- If a board member has a question please tag Keri Allred in DOMO @keriallred, and she will provide an answer to your question.
 - Keri Allred was invited to present a session on data at the Fall Leadership Institute in Washington D.C. in September.
 - RUCD will be visited by Region VIII grantee staff on August 28th and 29th. Board and PC members will be invited to meet with the regional office staff.
 - Tim Oppenheim from NHSA and Keri Allred are collaborating to potentially offer a retreat for the executive staff regarding health and wellness
 - Blomquist EAS (Employee Assistance Services) will now be offered for all RUCD to promote staff health and wellness. Wellness bags including water bottles, gratitude journals, and pens will be presented to staff during orientation.
 - RUCD Management attended a management retreat where they developed a plan and strategy for the 2019-2020 year.
 - Staff will receive the ACES (Adverse Childhood Effects Study) training during staff orientation.
 - Nicole Steele made a motion for the approval of the monthly/director reports. Teresa Martinez seconded the motion. All approved, motion carried.
8. CAPLAW Overview - Patti Rigby and Ted Thayn attended a CAPLAW (Community Action Program Legal Services) conference in June.
- Key takeaways for RUCD were:
- Follow the policy and procedure.
 - Consult with a legal representative as needed.
 - Review financials monthly.
 - Update Executive Director's succession plan.
 - Update the accounting system.
 - Ensure accurate term dates for the Board of Directors.
9. [RUCD Policies Approval](#) Vote - Nicole Steele made a motion for the RUCD policies. Janice Spillman seconded the motion. All approved, motion carried.
10. [RUCD Procedures Approval](#) Vote - Ongoing, approval will be through email

NOTES

ACTION ITEMS

1. Check term dates.
2. RUCD will create systems for specialists to coordinate into other areas to learn jobs in other content areas as needed.
3. Board members will follow up and have a discussion after each meeting to discuss items as a closed group.

NEXT MEETING'S AGENDA ITEMS

- Executive Director Succession Plan.

Next meeting to be held Thursday, October 10th at 11:00 am.

Motion to adjourn by Nicole Steele. Seconded by Danielle Howa-Pendergrass. All approved.