



Board of Directors Meeting
June 24, 2021, 11:30 AM, Google Meet

Board Members in Attendance: Patti Rigby, Nicole Steele, Scottie Draper, Julie Rosier, Molly McGann, Anne Mackiewicz, Janice Spillman

RUCD Staff in Attendance: Keri Allred, Kristen McCourt, Nicky Vogrinec, Darin Lancaster, Shanel Gray, Julie Justice

Housekeeping

- The Board of Directors will need to vote in a secretary to replace Theresa Martinez. This secretary will be used in the closed session of board meetings and in the instance of a vote by email or phone call.

New Business

1. **Welcome:** Patti Rigby welcomed everyone to the meeting.
2. **Quorum Declaration:** Quorum Declared.
3. **Conflict Declaration:** None.
4. **Agenda Approval:** The June 24th, 2021, agenda was reviewed. Patti Rigby called for a motion to approve the June 24th, 2021 agenda. Scottie Draper made a motion to approve the June 24th, 2021 agenda. Nicole Steele seconded the motion. All approved, motion carried.
5. **April 15, 2021 Approval of Minutes:** Patty Rigby asked for a motion to approve the April 15th, 2021 minutes with the condition that the information regarding gutters on the Blanding roof be reflected in the minutes. Nicole Steele made a motion to approve the April 15th, 2021 Board Minutes. Anne Mackiewicz seconded the motion. All approved, motion carried.
6. **Monthly Reports:** The May monthly reports were shared with the Board of Directors on the DOMO dashboard. Keri Allred wanted to share that leadership sessions have been offered to the managers. Keri Allred and Kristen McCourt have received 3 sessions each. The Board members were allowed to ask any questions regarding the information shared. Patti Rigby asked for a motion to approve the May monthly reports. Janice Spillman made a motion to approve the May monthly reports. Julie Rosier seconded the motion. All approved, motion carried.

Agenda Items

7. **Office of Head Start Monitoring Review Non-Compliance and Corrective Action Plan** - Keri Allred, Shanel Gray, Julie Justice. Keri Allred shared the Program Performance Report in the shared google drive folder. We are required to self-report any occurrences to the regional office. An incident was reported and we have received a non-compliance. This is not considered a deficiency. We have 120 days to complete what is necessary to remedy this. Each staff member needs to be committed to protect our students. Keri Allred will provide updates in future meetings. Shanel Gray shared a copy of the Corrective Action Plan we have in place. The report shows what steps will be taken to correct the action in question. We will be offering more training, team compatibility, creating a safe space for staff, intensive coaching, additional site visits, more one on one support. We will also be purchasing bluetooth cameras for better monitoring and communication with staff in real-time. Julie Justice shared a copy of the Children's Mental Health procedure with the Board of Directors. Several different resources were used in creating this procedure to ensure that RUCD is using an approach that is consistent with other agencies. The mental health policy will support staff and the current action plan. The Board has requested that if any updates are made to the Action Plan that they be notified. Patti Rigby called for a motion to approve the Corrective Action Plan. Molly McGann made a motion to approve the Corrective Action Plan. Anne Mackiewicz seconded the motion. All approved, motion carried.
8. **Grand County Wage Discussion** - Kristen McCourt. We currently have 3 job vacancies in the Grand County area. The cost of living is higher. We have not received any applications or resumes presently. The Board was reminded by Keri Allred that the power to adjust the salary scales lie with the Board of Directors. All six positions would need to be increased in that area. A wage proposal will be put together to present to the Board.
9. **Proposed Changes to RUCD Policy and Procedure, ECHS 9: Children's Mental Health Approval** - The Policy Council approved the policy manual updates at their last meeting. The most significant change to the procedure manual was made to the tobacco use procedure. RUCD will continue to be a smoke free environment by eliminating secondhand smoke as well. This issue falls under Staff Health and Wellness and we could maybe incentivise quitting smoking by setting goals with staff. Staff will be notified of the updates to this procedure at staff orientation. There were several suggested changes to the policy manual made by Anne Mackiewicz that have been noted by the Director of

Operations. Patti Rigby called for a motion to approve the Proposed changes to RUCD Policy and Procedure and ECHS 9: Children's Mental Health. Molly McGann made a motion to approve the Proposed changes to RUCD Policy and Procedure and ECHS 9: Children's Mental Health. Julie Rosier seconded the motion. All approved, motion carried. *After the close of the meeting, Keri Allred notified all Board members via email that because the policy manual was not approved after the policy council as is, it would need to go back to the policy council to approve the proposed changes made by the board, and then back to the board for another final approval. Keri Allred asked that the board vote via response to the email to approve the changes as submitted to the board by the policy council, and that the proposed changes will be added to the August meeting agenda. 7/7 votes were received via email approving the proposed changes to RUCD Policy and Procedure as is.

10. **Proposed Changes to RUCD Financial Manual** - Darin Lancaster, The financial manual was just updated with current standards and separation of duties. There were no questions regarding the proposed changes. Patti Rigby called for a motion to approve the Proposed Changes to RUCD Financial Manual. Anne Mackiewicz made a motion to approve the Proposed Changes to RUCD Financial Manual. Scottie Draper seconded the motion. All approved, motion carried.

Patti Rigby called for a motion to adjourn the meeting. Nicole Steele made a motion to adjourn the meeting. Julie Rosier seconded the motion. All approved, motion carried. Meeting adjourned at 1:00 PM.

The next meeting will be in person at the Carbon County Center on August 26, 2021 at 11:30 AM. Lunch will be provided.

- **Closed Session**