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**Board Members in Attendance:** Nicole Steele, Janice Spillman, Scottie Draper, Patty Rigby, Amanda Carr, Liz Bryner, Anne Mackiewicz

**RUCD Staff in Attendance:** Keri Allred, Nicky Vogrinec, Shanel Gray, Darin Lancaster

### Last Meeting Follow-up

- The Board of Directors welcomed and introduced themselves to the new Policy Council Chairperson Amanda Carr. She is representing the Vernal Center as the Policy Council Board Chairperson.

### New Business

1. **Welcome:**  
Patti Rigby welcomed everyone to the meeting.
2. **Quorum Declaration:**  
Quorum Declared.
3. **Conflict Declaration:**  
No conflict declared.
4. **Agenda Approval:**  
Patty Rigby asked for a motion to approve the February 24, 2022 Board Agenda. Nicole Steele made a motion to approve the February 24, 2022 Board Agenda. Anne Mackiewicz seconded the motion. All approved, motion carried.
5. **December 2, 2021 Approval of Minutes:**  
Patty Rigby asked for a motion to approve the December 2, 2021 minutes. Scottie Draper made a motion to approve the December 2, 2021 Board Minutes. Amanda Carr seconded the motion. All approved, motion carried.
6. **Monthly Reports:** ERSEA, Health, School Readiness, Fiscal, Directors Report  
**Fiscal** - Darin Lancaster reported that we are beginning the transition from Quickbooks to the new accounting system called Blackbaud. RUCD implemented Blackbaud over a

year ago and was used for our last audit. We have been working with customer service to get our current bank (Zion's) to work with Blackbaud but have not had any success with the credit card compatibility. Blackbaud is specifically designed to pair with our purchase order and bill paying system and is solely used for non-profit organizations. Blackbaud has a credit card tracking system that can allow live feed through the banking system. Blackbaud offers purchase cards and expense management. Blackbaud is working with Regions Bank (federally insured) to issue chipped Visa cards to use for operational purchases. This will enable non-financial staff members to track and submit their own credit card transactions and invoice requests for approval, drastically reducing administrative staff time required to manage this process. These purchase cards come with no annual fee and are available to customers with approved credit. Additional benefits include automatic annual cash back on all purchases, and other benefits including travel coverage and liability waiver, and 24/7 access to secure online portal for purchase and card program management. Keri Allred suggested that the cash back promotions that we receive could be used for staff incentives, things that cannot be purchased using federal dollars. Keri Allred and Darin Lancaster will act as the software's administrators. It will be a zero dollar contract and we can opt out at any time. Darin Lancaster will need to have the Board of Directors adopt a resolution and have Patti Rigby (Chairperson) sign the appropriate document to extend credit to RUCD. We will continue our partnership with Zion's bank and will only be adopting the proposed changes to the credit card system with Regions bank. Patty Rigby asked for a motion to approve the resolution by using Regions Bank for credit card costs. Anne Mackiewicz made a motion to approve the resolution by using Regions Bank for credit card costs. Amanda Carr seconded the motion. All approved, motion carried.

**Director's Report** - Keri Allred and the management staff attended the NHSA Parent Conference in Florida. Keri presented a conference session titled Surviving and Thriving. She was asked to be a presenter in Idaho and Maryland as well. Keri Allred also was

asked to represent RUCD in the Data Essentials II training offered nationally through the NHSA platform “The Academy”.

A mid-year leadership survey was sent out to all staff to collect data on staff confidence in their leadership team, feedback on the center management model and projected length of employment. RUCD is committed to being transparent in all areas and believes that the constant presence on Facebook Workplace has aided in their endeavors. Keri Allred shared the data collected from this survey using the DOMO dashboard. Keri Allred shared the positive results of the survey and is planning on attending center team meetings to get further feedback on some of the lower rated questions.

There are 25 states currently in a lawsuit regarding the federal vaccine mandates. RUCD will wait for the court decision to take any further action needed to follow the mandate. The policy will still be in place that all new hires have proof of vaccination to be considered as potential employees.

Patty Rigby asked for a motion to approve the monthly reports. Janice Spillman made a motion to approve the monthly reports. Amanda Carr seconded the motion. All approved, motion carried.

### **Agenda Items:**

1. **Full-year of Health reviewed including 45 and 90-day screenings:** Keri Allred shared the materials in the google drive. RUCD is currently compiling data as to why there are so many parent refusals for testing and will have more information available at the next meeting in April.
2. **PIR Report:** The summary of statistics was shared in DOMO for the Board to review. A copy of the printed report will be shared in the google drive with the Board at the next meeting in April.
3. **RUCD COVID-19 Plan:** A copy of the COVID-19 Plan drafted by Julie Justice and Shanel Gray was shared in the google drive. The plan has not had any changes but can be updated when needed. Legally, staff vaccine status cannot be disclosed with enrolled families. If a family has a concern regarding the vaccine mandate within their center, they can request a 504 plan and receive virtual services.
4. **Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies Memorandum:** Materials shared in google drive.

5. **Head Start Eligibility Training:** Training linked to the monthly report dashboard in DOMO. Patty Rigby asked for a motion to approve the selection criteria. Anne Mackiewicz made a motion to approve the selection criteria outlined in the Head Start Eligibility Training. Amanda Carr seconded the motion. All approved, motion carried.
6. **Change to Procedure re: late pick up of a child:** Keri Allred proposed to change the language in this procedure using the trauma informed approach. She received a phone call from a concerned parent regarding the course of action that RUCD takes after 3 instances of being late to pick up a child. The procedure states that DCFS will be notified to make a referral for neglect. Patty Rigby asked for a motion to adopt the proposed changes and start using the changes immediately. Liz Bryner made a motion to adopt the proposed changes and start using the changes immediately. Nicole Steele seconded the motion. All approved, motion carried.

The next meeting is scheduled for Thursday, April 14th, 2022 at 11:30 am.

Patty Rigby asked for a motion to adjourn. Anne Mackiewicz made a motion to adjourn the meeting. Scottie Draper seconded the motion. All approved, motion carried.

Meeting adjourned at 1:30 pm