



Board of Directors Meeting  
November 3, 2022, 11:30 am, Carbon County Center

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**Board Members in Attendance:** Nicole Steele, Patti Rigby, Liz Bryner

**Board Members Virtual Attendance:** Anne Mackiewicz, Janice Spillman, Scottie Draper, Julie Rosier, Amanda Carr

**RUCD Staff in Attendance:** Keri Allred, Nicky Vogrinec, Shanel Gray, Heather Odendahl, Darin Lancaster, Larry Campbell

### Last Meeting Follow-up

#### New Business

1. **Welcome:**

Patti Rigby welcomed everyone to the meeting.

2. **Quorum Declaration:**

Quorum declared with eight (8) members present.

3. **Conflict Declaration:**

No conflicts declared.

4. **Agenda Approval:**

Patty Rigby asked for a motion to approve the November 3, 2022 Board Agenda. Nicole Steele made a motion to approve the November 3, 2022 Board Agenda. Janice Spillman seconded the motion. All approved, motion carried.

5. **August 25, 2022 Approval of Minutes:**

Patty Rigby asked for a motion to approve the August 25, 2022 minutes. Nicole Steele made a motion to approve the August 25, 2022 Board Minutes. Janice Spillman seconded the motion. All approved, motion carried.

6. **Monthly Reports:** ERSEA, Health, School Readiness, Fiscal, Directors Report

Keri Allred has shared that she has decided to put a pause on the childcare licensing at this time. We have several new staff due to turnover and we are not ready. Keri Allred has hosted innovation labs with EHS staff and has implemented earning ARP funds for focusing on recruitment opportunities. EHS staff have also been given the opportunity to

enroll in trauma care courses. Welcome kits with RUCD Head Start branding will be available to new employees and community partners. It was recommended by our Region representative to spend down our remaining federal funds. RUCD will focus on building needs and staff recognition. RUCD would also like to look at the 37 hour workweek that was discussed at the Fall Leadership Conference. We would be piloting this option during the summer months with the EHS program.

Patty Rigby asked for a motion to approve the Monthly Reports. The Board members had not reviewed the monthly reports that were shared in the google drive. The approval of the monthly reports was tabled and voting will be completed through email.

### **Agenda Items:**

1. **Executive Coach Report - Larry Campbell:** Larry Campbell holds 3 coaching certifications. He has met with Keri individually, hosted a retreat with RUCD management, has set in on weekly meetings with Julie Justice and Shanel Gray and observed. Executive Directors face burnout handling day-to-day operations when their role is to be more outward focused. Larry is working with Julie and Shanel on more day-to-day management roles so Keri can continue to focus outward and travel. Larry has found that RUCD's strengths are phenomenal in quality improvement, communication, coachable staff and Board member involvement.
2. **Fiscal Audit - Darin Lancaster:** The audit went well although it was completed the day after the deadline. There was a scheduling issue with the contracted auditor which was out of our control. We have already remedied this problem by pre-scheduling our next audit. The audit report was shared with the Board of Directors in the google drive. There were no findings with the audit of in-kind thanks to Nicky Vogrinec. Patti Rigby called for a motion to approve the Fiscal Audit. Anne Mackiewicz made a motion to approve the Fiscal Audit. Janice Spillman seconded the motion. All approved, motion carried.
3. **CACFP Presentation - Heather Odendahl:** The materials were shared in the google drive as read ahead material. The floor was opened to the Board of Directors for questions or comments. RUCD has been approved for the 2022-2023 fiscal year. Thanks to Heather Odendahl for a clean audit.
4. **Budget Revision - Keri Allred:** The Budget Revision Narrative was available for review in the google drive. The application asks for a \$560,000 NFS waiver due to under enrollment and staff turnover. The application also lists a request to purchase 4 additional vehicles. This will allow for a more focused approach on job retention for home visitors and coaches. Patti Rigby called for a motion to approve the Budge Revision. Anne

Mackiewicz made a motion to approve the Budget Revision. Amanda Carr seconded the motion. All approved, motion carried.

5. **Area of Concern Corrective Action - Shanel Gray:** A copy of the FA1 AOC Recruitment Retention System was shared with the Board of Directors in the google drive as read ahead material. During the FA1 review it was found that RUCD didn't have 2 staff with the required certifications in our EHS Center Based Classroom. Head Start classrooms can request waivers but Early Head Start classrooms do not have that option. The corrective action plan has been sent in and has come back for revisions. Revisions were made and it has now been sent back a second time.
6. **Memorandum of Understandings (MOUs) - Shanel Gray:** All of the MOUs have been signed except for Carbon and Uintah. Shelley Jolley is working on getting these completed.

The next meeting is scheduled for Thursday, December 8th, 2022, at 11:30 am at the Carbon Country Club. Keri Allred will send out information regarding a gift exchange.

Patti Rigby called for a motion to adjourn the meeting. Liz Bryner made a motion to adjourn the meeting. Amanda Carr seconded the motion to adjourn the meeting. All approved, motion carried.

Meeting adjourned at 1:30 pm