



Board Members in Attendance: Nicole Steele, Patti Rigby, Liz Bryner, Janice Spillman, Scottie Draper

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

Last Meeting Follow-up

- November 2022 monthly reports approval - Patti called for a motion to approve the November 2022 monthly reports. Janice Spillman made a motion to approve the November 2022 monthly reports. Scottie Draper seconded the motion. All approved, motion carried.
- Area of concern follow up - There is nothing to report at this time. We have not received any response.

New Business

1. **Welcome:**
Patti Rigby welcomed everyone to the meeting.
2. **Quorum Declaration:**
Quorum declared with five (5) members present.
3. **Conflict Declaration:**
No conflicts declared.
4. **Agenda Approval:**
Patty Rigby asked for a motion to approve the December 8, 2022 Board Agenda. Janice Spillman made a motion to approve the December 8, 2022 Board Agenda. Scottie Draper seconded the motion. All approved, motion carried.
5. **November 3, 2022 Approval of Minutes:**
Patty Rigby asked for a motion to approve the November 3, 2022 minutes. Nicole Steele made a motion to approve the November 3, 2022 Board Minutes. Scottie Draper seconded the motion. All approved, motion carried.
6. **Monthly Reports:** ERSEA, Health, School Readiness, Fiscal, Directors Report

RUCD will be moving out of the Executive Office into the Carbon County Center. RUCD is trying to save money by eliminating rent costs. We have Megan Engman as our new Operations Director. She has 5 years of HR experience.

Managers attended a trauma informed training with a team from Lakeshore. We will be piloting a program that provides trauma informed care kits to children, families, and teachers. Lakeshore will eventually market the kits.

Keri Allred has been asked to pilot 3 other items. 1) NHSA has asked that we pilot a data design committee that will link all Head Start programs. RUCD will receive \$7000 to be a part of the pilot. Keri Allred will be required to travel to VA two times for trainings/meetings. 2) Keri was approached to help pilot an AI classroom using existing cameras and microphones. This technology could be very helpful by alerting managers of anything happening in the classroom that is out of the ordinary. This tool will also be helpful as it can track anecdotes for teachers with a spreadsheet for COR. Head Start would be responsible to upgrade any cameras if needed, the company would be responsible to cover the cost of the pilot. 3) NHSA - Mind in the Making. This is an initiative to certify programs as high quality employers. A questionnaire would be sent out to staff to gather comments on what is good, bad, or needs work. This will measure staff experiences and maybe help reduce turnover. Keri would like to pilot the program to get feedback.

RUCD has allowed spend down for items on center/classroom wishlists. Additional funds have been used to upgrade facilities. Keri still has not heard back regarding the additional vehicles requested. RUCD will be using left over ARP funds for recruitment activities.

Patty Rigby asked for a motion to approve the Monthly Reports. Liz Bryner made a motion to approve the monthly reports. Janice Spillman seconded the motion. All approved, motion carried.

Agenda Items:

1. **Executive Session: Reportable Incident in Active Supervision and Reporting**
Deadline - Keri Allred: Patti Rigby called for a motion to approve the reorganization of the RUCD Organization Chart. Liz Bryner made a motion to approve the RUCD Organization Chart reorganization, stating the desire to keep our staff, but realignment is necessary and that all managers will now report to Keri Allred. The Board of Directors values the staff's great contributions but feels the need to realign. Salaries will also need

to be commensurate with any new position held. A thirty (30) day transition period will be set in place. Nicole Steele seconded the motion. All approved, motion carried. Patti Rigby stated that the Board of Directors supports Keri Allred's decisions and that the Board's primary concern is keeping the program safe from risk at all times.

2. **Health Insurance Quote - Darin Lancaster:** Patti Rigby called for a motion to approve the Health Insurance Quote. Liz Bryner made a motion to approve the health insurance quote. Nicole Steele seconded the motion. All approved, motion carried.
3. **Five Year Goals Summary of FY 22** - Read ahead material in Google Drive.
4. **21-22 Family Outcomes Summary Data:** Read ahead material in Google Drive.
5. **OHS Memorandum - Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots:** Read ahead material in Google Drive
6. **Additional \$1.00 Rate Increase For Moab Staff, 4 days a week, \$500 bonus:** Patti Rigby called for a motion to approve the rate increase/bonus for Moab staff. Nicole Steele made a motion to approve the rate increase/bonus for Moab staff. Liz Bryner seconded the motion. All approved, motion carried.

The next meeting is scheduled for Thursday, February 23rd, 2023, at 11:30 am at the Carbon County Center.

Patti Rigby called for a motion to adjourn the meeting. Scottie Draper made a motion to adjourn the meeting. Janice Spillman seconded the motion. All approved, motion carried.

Meeting adjourned at 2:45 pm