



**Board of Directors Meeting**  
**June 9, 2023, 11:30 AM, Carbon County Center**

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

**Board Members Virtual Attendance:** Rachel Wootton, Darin Lancaster, Cory Cottam

**RUCD Staff in Attendance:** Keri Allred, Nicky Vogrinec

**Last Meeting Follow-up**

- March & April 2023 monthly reports approval - Patti called for a motion to approve the March & April 2023 monthly reports. Nicole Steele made a motion to approve the March & April 2023 monthly reports. Scottie Draper seconded the motion. All approved, motion carried.

**New Business**

1. **Welcome:**

Patti Rigby welcomed everyone to the meeting.

2. **Quorum Declaration:**

Quorum declared with seven (7) members present.

3. **Conflict Declaration:**

No conflicts declared.

4. **Agenda Approval:**

Patty Rigby asked for a motion to approve the June 9, 2023 Board Agenda with the changes to agenda items 1 and 2. Liz Bryner made a motion to approve the June 9, 2023 Board Agenda with the changes. Janice Spillman seconded the motion. All approved, motion carried.

5. **April 27, 2023 Approval of Minutes:**

Patty Rigby asked for a motion to approve the April 27, 2023 minutes. Nicole Steele made a motion to approve the April 27, 2023 Board Minutes. Janice Spillman seconded the motion. All approved, motion carried.

6. **Monthly Reports:** ERSEA, Health, School Readiness, Fiscal, Directors Report  
RUCD hired a new Operations Manager to replace Heather Odendahl. Tammie Christensen holds a Master's Degree in Social Work from Utah State University and is a Licensed Clinical Social Worker (L.C.S.W.). Tammie will be taking over staff wellness, facilities, and the USDA program.

Keri Allred has decided not to pursue the partnership with the Aggies Junior Program. A letter of support was requested by RUCD with a deadline of May 31, 2013. RUCD did not receive any correspondence. Early Head Start (EHS) is 74% enrolled and Head Start (HS) is 92% enrolled. RUCD will be following the enrollment plan instead of replacing EHS staff due to low enrollment.

RUCD will not be pursuing the partnership in Moab. There was to be a building renovated on campus but the grant was not won.

There was a question regarding the Cost of Living Allowance (COLA) and Quality Improvement (QI) funding. RUCD's current practice is that terminated staff do not receive the COLA or QI back pay. There were several issues in the past and it was decided that the raises will only be given to current staff and new hires if they qualify. Patti Rigby called for a motion to approve the current practice RUCD has in place. Liz Bryner made a motion to approve that RUCD continue with the current practice in place. Nicole Steele seconded the motion. All approved, motion carried.

Keri Allred was invited to sit on the regional panel that focused on behavior support, health and safety, and equality/equity. Keri Allred also attended the UHSA conference in Cedar City. RUCD was highlighted for their excellence and their positive impacts made.

Keri Allred was chosen to sit in on a data panel that will focus on strategies for funding and reportable incidents.

The Board of Directors were asked to complete an Executive Director evaluation at the next scheduled board meeting. The board can set this up any way they prefer and can create questions for the evaluation. Patti Rigby suggested that maybe the board could be invited to the pre-service trainings for the new school year. It was also suggested that the board have their headshots added to the RUCD website. Keri Allred will update the board of the official date for pre-service after the management team have their strategic planning completed at the retreat.

Keri Allred reported that the reorganization is working perfectly and that we are considering ending our contract with Acorn Evaluation in FY24.

## Agenda Items

1. Fiscal Training - Darin Lancaster, There are several training modules offered by the Office of Head Start. Darin Lancaster shared a video covering cost and financial principals. All costs must be deemed allowable, necessary, and reasonable. Darin Lancaster covered the fiscal procedure regarding RFQ's through AvidXchange. Sage Intacct training is complete with a go live date of July 1, 2023.

Darin Lancaster discussed the damage to the roof at the Vernal center. Half of the damage

was paid for through an insurance claim. Once the repairs began, it was found that the damage was more extensive and required additional repair. We received the final invoice from the vendor responsible for the repairs and it was more than we had expected. Keri Allred and Darin Lancaster made the decision to remit the remaining balance. RUCD has had barriers finding local vendors and would like to maintain a good relationship with the handymen that we contract with.

RUCD did not need to submit the low-cost extension regarding the American Rescue Plan (ARP) funding. Darin Lancaster was able to get the two remaining invoices for the playgrounds in Richfield and Moab. Any additional expenses for the playground installations will be coded building renovation. All ARP funds have been spent.

2. Attorney Review of the Year - Cory Cottam, RUCD had a very quiet year due to the proactive steps that were taken throughout the year. All contracts have been renewed and negotiated. RUCD had a couple of employee terminations and a family law issue that were taken care of with no problems.
3. Disabilities, Education Screenings and Child Outcomes Data Review (data will be on DOMO monthly reports)
4. FY23 Head Start Child Outcomes Data (data will be on DOMO monthly reports)

The next meeting is scheduled for Friday, August 18th, 2023, at 10:00 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 1:00 pm