



Board of Directors Meeting

February 21, 2024, 11:30 AM Carbon County Center

Board Members in Attendance: Julie Rosier, Janice Spillman, Patti Rigby, Anne Mackiewicz, Nicole Steele, Ashley Abarca

RUCD Staff Virtual Attendance: Shelly Jolley, Odalis Dial

RUCD Staff in Attendance: Keri Allred, Nicky Vogrinec, Julie Justice, Lora Johnson, Lanea Cowley, Shanel Gray, Lauren Aquilino, Darin Lancaster

Last Meeting Follow-up

- Review of the State of the Agency dashboard in DOMO -allows us to address any issues in the management systems. It displays trends and the status of due dates/tasks (30, 60, 90) day deadlines. The task board is monitored weekly. Tasks are to be sent back for corrections only once; if there are still issues, they will be worked on together in a meeting.
- Reportable Incident follow-up letter from OHS (in drive) - there were no findings, the incident is now closed.
- Scottie Draper did not renew her term as a board member. We will need to find a replacement.
- Ashley Abarca was voted in as PC/Board Representative at the last Policy Council meeting (requesting approval). Patti Rigby called for a motion to approve Ashley Abarca as PC/Board Representative. Nicole Steele motioned to approve Ashley Abarca as PC/Board Representative. Anne Mackiewicz seconded the motion. All approved, motion carried.

New Business

1. **Welcome:** Patti Rigby welcomed everyone to the meeting.
2. **Quorum Declaration:** Quorum declared with six (6) members present.
3. **Conflict Declaration:** None.
4. **Agenda Approval:** The board would like to add an Executive session at the end of this meeting. Patti Rigby called for a motion to approve the February 21, 2024, Board Agenda by adding an Executive session. Anne Mackiewicz motioned to approve the February 21, 2024, Board Agenda with the addition of an Executive session. Julie Rosier seconded the motion. All approved, motion carried.

5. **December 15, 2023 Approval of Minutes:** Patti Rigby called for a motion to approve the December 15, 2023, Board Minutes. Nicole Steele motioned to approve the December 15, 2023, Board Agenda. Julie Rosier seconded the motion. All approved, motion carried.
6. **Monthly Reports:** ERSEA, Health, School Readiness, Fiscal, Directors Report

Fiscal - Approval will be needed to renew our software license (\$33,450) with Sage Intacct. Patti Rigby called for a motion to approve renewing our software license with Sage Intacct. Janice Spillman made a motion to approve the renewing our software license with Sage Intacct. Julie Rosier seconded the motion. All approved, motion carried.

RUCD is looking into the possibility of using credit cards through Ramp. Currently, our Zions Visa cards cannot connect with Sage Intacct. All of our reconciliations are still being completed by hand.

Directors Report - Keri Allred attended the Winter Leadership Institute in DC. The COLA was proposed at 2.3%. Attendees asked for 3.2% and quality improvement wages for teachers.

RUCD was asked to join a pilot/research study in coding in the classroom. Utilizing a pre-coding curriculum. We currently need to improve our scores in mathematics.

Keri Allred is currently enrolled in the second semester of teaching through NHSA.

RUCD was contacted to be a part of Bowled Away Forward through USU. This is an initiative for women and girls.

RUCD will again be refining the organization chart. Teachers have expressed the need for prompt feedback. We want to be more efficient with eight staff available instead of only three.

Disabilities - The percentage of children receiving disability services has been miscalculated. The formula was calculated using funded enrollment. It needs to be based on cumulative enrollment to calculate the correct percentage.

Patti Rigby called for a motion to approve the monthly reports. Julie Rosier made a motion to approve the monthly reports. Anne Mackiewicz seconded the motion. All approved, motion carried.

Agenda Items

1. 2023 Self-Assessment Improvement Plan Outcomes - Julie Justice, all documents are available in the shared Google Drive.

2. 22-23 HS/EHS PIR - Julie Justice, all documents are available in the shared Google Drive.
3. Risk Assessment: Reportable Incidents
 - a. Unauthorized release - Lauren Aquilino, This will be considered a corrective action after the end of January. There was an instance of unauthorized release. The instance was monitored and caught very quickly. The parent failed to update the emergency form.
 - b. Active supervision - Shanel Gray, There was an active supervision incident in Moab. A new staff member had taken a child into the bathroom and was left unattended. The situation was caught and remedied quickly. RUCD does not expect any issues with OHS.
 - c. Full enrollment initiative update - Head Start reported 100% enrollment in January. Early Head Start reported 95% enrollment. April 1st is the deadline to begin over-enrolling. Some teaching staff may lose hours due to how many slots are filled in their classroom. Some classroom support staff will need to have extra hours to cover in classrooms that are over-enrolled. OHS is asking programs to cut slots to reach full enrollment. Once slots are cut, they are not given back. We strive to provide high-quality services, but over-enrolling may affect the quality.
 - d. Review of management system changes - There are still some issues with the management team going above and below the line. There is a culture of blaming the executive director for things. Keri Allred completed 1:1 meetings to let managers know that it will affect how she can perform her role in the program. If anyone disagrees with the executive director, they need to have a discussion. This creates problems within the team. There will be no more behaviors below the line. Keri Allred expressed that it is only possible to do the job with the support of the managers. Do we need an external party to evaluate the team and executive director?

Anne Mackiewicz - Keri has made clear expectations. What is the obstacle?

Lora Johnson - Trust has been broken, and something needs to be done to repair it. There was a post on Workplace that Keri was on leave working with the board, not that she was on administrative leave.

Patti Rigby - There are concerns about the lack of confidentiality.

Julie Justice - Highly motivated to get back on track. Wants the friction to stop and keep the focus on future services.

Nicole Steele - The confidentiality issue is concerning. It's not okay to speak ill of another person.

Shelley Jolley - Discussing concerns with assigned tasks and projects is okay.

Julie Rosier - Nothing will get resolved if you are not going to the source to air your issues.

Keri Allred - Does not feel confident that she can fulfill her responsibilities with all the tension with the managers.

4. Executive Director Succession Plan Action item

- a. Julie Justice was assigned as interim director by the Board of Directors.

5. Executive Session: Closed to all RUCD staff

The next meeting is scheduled for April 10, 2024

Patti Rigby called for a motion to adjourn the meeting. Anne Mackiewicz made a motion to adjourn the meeting. Julie Rosier seconded the motion. All approved, motion carried.

Meeting adjourned at 1:50 PM