

**Board Meeting  
October 5th, 2018  
Price, Utah**

**Board Members in Attendance:**

Patti Rigby, Nicole Steele, Danielle Howa-Pendergrass, Liz Bryner, Teresa Martinez, Janice Spillman

**Staff Members in Attendance:**

Keri Allred, Heele Eden, Jennifer Davis

**Welcome:**

Patti Rigby welcomed everyone to October 5th, 2018 Board Meeting.

**Ongoing training:**

Heather Odendahl presented training on USDA/CACFP requirements. Heather Odendahl on trained processes and outcomes of USDA. Board members discussed and asked questions regarding the information presented.

**Quorum Declaration:**

With six (6) members in attendance, there is a quorum present.

**Conflict Declaration**

No Conflict

**Agenda:**

The October 5th, 2018 Board Meeting Agenda was reviewed.

Nicole Steele made a motion to approve the agenda as presented. Teresa Martinez seconded the motion. All approved

**Minutes:**

The August 14<sup>th</sup>, 2018 Board Meeting Minutes were reviewed.

Janice Spillman made a motion to approve the August 14<sup>th</sup>, 2018 Board Meeting Minutes. Nicole Steele seconded the motion. All approved

**Financial Report:**

The CFO presented the Financial Report. Board was able to discuss and ask questions.

**Director's Report:**

Keri Allred presented the Director's and Monthly Report.

There is a projected spend down after items have been appropriated for the 2018 budget year. RUCD will be looking into a data dashboard, this will increase quality and less errors of the program. Data dashboard will be real time data. Trainings will be part of the spend down along

with merit pay program wide. Merit pay will be paid out in February 2019. Merit pay is a great way to keep up staff morale. Another COLA increase will be presented to Head Start for the 2018-2019 program year. This will include expansion and personnel. The Regional conference was offered to all board members. Last year eight buses were purchased for RUCD. As the need for transportation has shown reduction, a local daycare shared interest purchasing three buses, RUCD has since sold three of the buses to a local daycare. RUCD will be moving into a new building December 2018 with Management, Administration, EHS, master classrooms, center base and training center in Carbon County. RUCD will invite Head Starts from all over the state to join in trainings and view the master classroom. Keri stated that she would be attending Fall Leadership in DC and meet with Mike Lee's staffers and the landscape of early childhood. Keri was invited to an innovation in San Jose end of November. The Head Start Director will be meeting in an innovative event with Head Start and school officials from Utah in Park City.

Janice Spillman made a motion to accept the Monthly Report as presented. Danielle Howa-Pendergrass seconded the motion. All approved.

**Agenda Items:**

**Audit Phil Warnock:**

Phyl Warnock with Keddington and Christensen presented the 2016-2017 audit findings with the board. In his review it was stated trial balances can trigger an audit finding if the beginning balances do not coincide. This will make reconciliation of the accounts difficult while the auditors are proceeding. Discussion with the board on financial responsibility was presented. Discussion on the requirements to present to the board are internal controls, opinion issues, how and why the results of the audit are completed and the next steps to make sure repeat findings do not occur again. Based on the audit a weakness was identified in the effectiveness of internal controls and journal entries (USDA receivables, assets, accrued liabilities, accounts payable were understated). Board was able to discuss and ask Phil questions about the audit and the audit findings. RUCD will be looking into newer software that will be based in fund accounting for non-profits.

**Financial Manual Amendment:**

Keri presented the organizational chart with changes that will go in affect moving into the new building and the financial manual internal changes of fiscal staff helping with fiscal coding and approvals.

Nicole Steele made a motion to accept the amendment of the financial manual and approval of the new organizational chart. Teresa Martinez seconded the motion. All approved.

**EHS Annual Schedule:**

Keri made a proposal to board, to prevent burnout with EHS staff that the week of July 4th EHS will be closed. Board was able to discuss and ask questions.

Liz Bryner made a motion to approve closing EHS for a week in July. Nicole Steele seconded the motion. All approved.

### **Duration Funding Announcement**

Keri Allred discussed the new duration funding services that would benefit RUCD. With Blanding under enrolled RUCD would like to expand and add services to Ashley Valley. This would add an additional classroom due to Ashley Valley's long wait list. Keri proposed expanding EHS into Roosevelt, writing for EHS expansion grant with center base in Blanding, Grand and Carbon. Board was able to discuss and ask questions.

Teresa Martinez made a motion to accept the duration funding and discussion presented. Nicole Steele seconded the motion. All approved.

### **Executive Session:**

Closed Meeting

### **Time and Date of Next Meeting:**

The next meeting is scheduled for Friday November 30th, 2018 at 11:00 am at Carbon County Country Club.

Nicole Steele made a motion to approve the next scheduled meeting date and time. Teresa Martinez seconded the motion. All Approved.

### **Closing:**

Meeting adjourned.

### **Other:**

The budget revision was sent to all board members via a google doc to review the proposed changes. The proposed revision is for new vehicles, trade in and items over \$5,000. RUCD is requesting money be moved to the equipment line item to allow RUCD to purchase three vehicles, vision screener and audiometer with money in the current budget. The budget would be amended in areas currently under spent and to add to equipment purchases. Money will be moved from utilities, staff services, fringe benefits and cleaning supplies. The Chevrolet Malibu sedan would be traded in, and the Impala would be sold, to purchase new vehicles and Health Services equipment.

Liz Bryner made a motion to accept the discussion presented on google doc of the Budget Revision with purchases and request to sale vehicles and purchase of a vision screeners and audiometer. Janice Spillman seconded the motion. All approved.