Red Rock Center for Independence

Board of Directors Meeting

May 19, 2021– 3:00 p.m.

Board Members in Attendance: Jesse Stocking (President); Michael Mills (Treasurer); Angela Pool-Funai (Vice President); Dianne Aldrich (Secretary); Christine Bonnett

Excused: Tom Brownlee

Unexcused: Kester Tapaha, Brad Robinson

Potential Board Member: Thomas Sorenson

Staff: Brenda Marshall (Executive Director); Jill Hattan (Note Taker)

Guests: Carol Golichnick (bookkeeper)

**WELCOME/CALL TO ORDER**: 3:05 P.M.

Due to not having a Board Quorum at the beginning of the meeting, Michael completed **Board Training** on financial responsibilities of the Board of Directors, understanding the financial reports and funding streams. Resources are available in the Board Room on the website.

Christine gave the **Scholarship Update.** Students at SUU have been reminded of the deadline of 5/31/21 and Dianne has reached out to DSU disability center and Financial Aid office. Due to the lack of response the Board will extend the deadline for applications. Christine will email George to keep him informed.

**QUORUM present at 3:35 p.m.**

**Agenda and Meeting Priorities**:

**VOTE:** Angela moved to approve Agenda and Meeting Priorities, Michael second, Board voted unanimously to approve.

**Consent Agenda**:

**VOTE**: Michael moved to approve Consent Agenda as submitted, Dianne second, Board voted unanimously to approve.

**Finance:**

Michael reported that Finance Committee met last week and everything is in order. Carol was present for any questions though none arose.

**VOTE**: Michael moved to approve Finance Report for April, Angela second, Board voted unanimously to approve.

**Board Business**:

Board Membership: Jesse introduced Thomas Sorenson, potential Board Member, in attendance at today’s meeting. Jesse feels that Thomas has great experience and has expressed his availability and commitment to be a Board Member. The Board of Directors moved Thomas into a “waiting room” to discuss his membership. Angela reminded the Board that with the addition of Thomas to the Board, SUU will have two representatives on the Board and should continue with the plan of diversity in recruiting future board members. Board agreed. Thomas returned to the Board Meeting and accepted his nomination to the Board of Directors.

**VOTE**: Michael made a motion to accept Thomas’ nomination to the Board of Directors, Angela, second, Board voted unanimously to approve.

Interim VP: Current Vice-President, Angela, will be leaving the Board of Directors as she will be moving out of state. Dianne was nominated and accepted to serve as Interim Vice-President for the rest of the term. Since Dianne is currently Secretary, Christine was nominated and accepted to as Interim Secretary for the rest of the term.

**VOTE**: Michael made a motion to accept new Interim Vice-President and Secretary, Angela second, Board voted unanimously to approve.

**Board went into Executive Session:**  Annual review of Executive Director. Jesse will meet with Brenda in person to go over results of review.

**DISCUSSION ITEMS**:

Update for Signatures in Employee Handbook:

“In employee policy manual under General Policies and Procedures section A (confidentiality and treatment of consumers) after second paragraph:

At a minimum, consumers will:

Sign an Independent Living Plan at initial intake.

Sign all goals related to paid assistive technology services.

Sign financial forms as required by programs – annually for DWSR paid assistive technology.

Signatures may be received on paper (and scanned) or through DocuSign. In cases where an actual signature is not possible due to extraordinary circumstances (i.e., natural disaster, pandemic) a notice of authorization by phone can be noted until an actual signature can be obtained.

Independent living staff will:

Document all changes made to the ILP by noting if the meeting took place by phone or in-person, the date, and any changes or additions to goals or services.

Document how the Annual Review took place, the date, and the outcome.”

**VOTE**: Angela made a motion to accept the update to the Employee Handbook, Dianne second, Board voted unanimously to approve.

Board members expressed gratitude to Angela who will be leaving the Board to take on a new adventure in Kansas as the Dean of the Graduate School. She was wished much success and thanked for her dedicated service to RRCI.

Barbara’s Memorial Service is Saturday May 22 from 12:00-3:00. 3891 Dessert Canyon Parkway.

**Adjourn:** 4:45 p.m.