**Red Rock Center for Independence Board of Directors**

**May 20, 2020, 3:00 p.m.**

**PLEASE BRING YOUR COPY OF THE STRATEGIC GOALS WITH YOU TO THE MEETING**

**Attendees: Board Members**: Jesse Stocking (President), Brad Robinson (Vice President), Michael Mills (Treasurer), Tom Brownlee (Secretary), Diego Acosta, Dianne Aldrich, Darin Day, Angela Pool-Funai, Lester Ruesch, Kester Tapaha

**Staff:** Brenda Marshall (Interim Director)

**Guest:** Carol Golichnick (bookkeeper)

**Excused:**

 **Presenter Time**

**Welcome** 3:00

**Agenda & Meeting Priorities** VOTE Jesse 3:02

*Move to approve agenda & meeting priorities: Lester, Angela; approved*

**Consent Agenda** VOTE Jesse 3:05

Minutes

Interim Director Report

*Move to approve consent agenda: Angela, Michael; approved with correction*

**Finance**

Finance Report VOTE Michael 3:20

*Move to April finance report: Michael, Lester; approved*

**Board Business**

Scholarship Report

Deadline extension? VOTE Jesse 3:30

*Brenda shared that we have only received a few applications so far. Because of the move to online-only for the duration of the spring semester, many students may have lost track of the deadline. Motion to extend deadline to June 30, 2000: Lester, Dianne; approved*

Recruitment/Interview Committee Report Jesse 3.35

*Brenda said we’ve received about 10 applications. Search committee met virtually on May 19. We will use Google Drive with shared folders for the committee to review and rate the applications using an objective rubric. Application deadline is May 31; the committee will complete their initial review the first week of June, with the goal of scheduling interviews as early as the second week of June.*

Cares Act Funding/Pandemic Brenda 3:45

*Brenda gave an overview in the Interim Director’s report. Right now, several staff are working from home, and some are working from the office (though the office is still closed to the public). Now that the State of Utah is moving to threat level Yellow, Brenda would prefer to have more people who are able to work from the office to come on site – with the caveat that if the staff member is part of a vulnerable population, then they should continue working from home, as well as those who lack childcare because daycare centers are still closed. Question: What can staff do from the office that they can’t do from home during Yellow level time? What about requirements to wear masks, sanitization, etc.? Other offices/businesses are limiting number of staff at any given time and rotating on a scheduled basis. In addition to social distancing, office doors are expected to remain closed and staff must wear masks in public spaces or when in close proximity to others. Concerns about company vehicles – sanitizing and being in close spaces with others. Darin shared that hospital personnel have been advised to expect to continue wearing masks into early 2021. It’s important to communicate trust of employees working from home while still advocating for efficiency/effectiveness in the workplace. Camaraderie is lacking when everyone is working remotely. Employees can model sound behavior by wearing masks, maintaining distance, etc. in preparation for reopening to the public.*

Review and implementation of Cares Act Funding Policy VOTE Jesse 3:55

*Utah received federal funding that was distributed to Centers for Independent Living (CILs) based on a formula related to their Part C (federal grants) funding. RRCI received approximately $140K, which includes several stipulations and parameters for how the funds are allowed to be used. All spending has to match policy, and policies must be in place by the end of May. Another CIL director drafted a policy based on the funding criteria that can be adapted for RRCI’s use. Brenda is working with other CIL directors and RRCI staff to finalize the policy this month.*

*One idea for using the funding is to purchase Chromebooks for lending to consumers, similar to the assistive technology/equipment lending library. Dianne shared that the Dixie State University library lends similar technology, and she will share resources with Brenda to help with planning. Other ideas include partnerships with other nonprofit organizations that are serving our consumers in other ways (such as the local food bank) to share funding and coordinate outreach. One idea to accomplish this is through gift cards to help consumers purchase needed goods & supplies. RRCI also has a grant with Deseret Industries to help consumers with household items like furniture.*

*There are also potential uses of the funds to support center personnel who have to quarantine and are unable to work from home because of COVID-related illness. Funds must be spent by September 2021.*

*Motion to suspend 10-day notice for this one policy item: Lester, Michael; approved. Motion to approve Cares Act Funding Policy: Angela, Brad; approved.*

**Discussion Items**

Internal Board Issues: Jesse 4:20

Temporary note taker for board meetings: Angela? RRCI Staff Member?

*Angela has filled in to take notes when Brenda was unavailable as Office Manager. The RRCI Board Secretary has not historically been the note taker. Michael suggested having another staff member step in until we fill the Executive Director position and Brenda resumes her duties as Office Manager. Board meetings are legally open to the public, so confidentiality isn’t a huge consideration. Brenda will reach out to staff to see who might be interested in serving in a note taking capacity for board meetings.*

Challenges for board president in doing normal assignments due to spinal pain/issues.

-Need to delegate/minimize time typing on the computer, using email, writing on pen and paper.

-Dragon Software (Speech to text program) or other techniques. Ask Vin, Brad M at RRCI to provide tools/training?

*Lengthy time on the computer and working from home compounds Jesse’s spinal pain. He may need to communicate over the phone rather than conference calls or delegate certain tasks that tend to cause pain (such as emails). A few board members offered advice on using Dragon.*

*Jesse asked how many staff members RRCI has. Brenda said right now we have 17, including full-time and part-time. That does not include peer mentors and other as-needed people who work seasonally.*

**Adjourn**

*Motion to adjourn at 4:29pm: Lester, Darin.*

**Important Dates and Events**

**Next Scheduled Board Meeting:** June17, 2020