Red Rock Center for Independence

Board of Directors Meeting

January 17, 4:00 p.m.

Board Members in Attendance Dianne Aldrich:(President), Lester Ruesch; (Vice President), Jonathan Dormire; (Secretary), Thomas Sorenson (Treasurer); Kester Tapaha, Anne Picot; Susannah O’Brien

Absent: Ray Holt

Staff: Carol Golichnik; (Bookeeper), Summer Hildreth (Note Taker)

Guest: Noreen Roeca; (Vocational Evaluator for Utah State office of Rehabilitation)

**WELCOME/CALL TO ORDER**: 4:08 P.M. by Dianne Aldrich (President)

**AGENDA AND MEETING PRIORITIES:** Dianne called for a Motion to review Agenda and Meeting Priorities.

**VOTE**: Lester called for a motion to approve agenda and meeting priorities, Jonathan and Thomas second, Board voted unanimously to approve the Agenda and Meeting Priorities.

**November Minutes:** Board meeting for November was closed or an executive session and the autopilot didn’t make it into the follow up zoom call due to jumping between calls.

**VOTE:** Jonathan called for a motion to delay the vote for the November minutes and do an email vote after the minutes are reconstructed and reviewed by Board members. Anne second motion and Board unanimously approved process to reconstruct November minutes.

**CONSENT AGENDA:** Dianne called for a motion to review the Consent Agenda.

**VOTE**: Kester called for a motion to approve the Consent Agenda and Thomas seconded. The board unanimously voted to approve the Consent Agenda.

**Executive Report:** Donut Dash is coming up and staff is working on getting sponsorships. Wendy set a goal for $15,000 and invited the Board to participate in obtaining sponsorships also. The website has been updated to reflect the details of the Donut Dash and includes a PDF sponsorship packet. Wendy also reported that the Christmas party turned out great.

**Search for New Office Location:** Appointments are being set up to view potential office spaces as we desperately need a new building. Our current building is old and there are concerns for mold, mildew and other potential risks for health of staff and consumers. Wendy reached out to Mark Mortensen to see if the city would be willing to donate and is waiting to hear back.

**IT Contract/ Server update:** Server was down due to hacking in December; however safeguards have been put in place by our IT team to help ensure this does not happen again. Currently the IT contract is $1,700.00 per month and through negotiation, the cost will hopefully be reduced to $1,300.00. A new webmaster has been hired and the cost is estimated to be $200.00-$400.00. Staff have also been assigned to help with social media, specifically Facebook, Instagram, and LinkedIn.

**Q90 and 704 report:** Updates are being made in Q90 and Wendy will be meeting with the Federal government CIL weekly to ensure staff understands and is on track with where we need to be. The first meeting with Ed and Paula is this Thursday. Staff is currently working on updating their consumer files to reflect the number of active consumers. As a resource to the Board, ILRU.ORG has a board of director series training. Additionally, training through the state can be arranged if Board members are interested.

**Change in Benefits/Budget:** Budget allowance provided for matching the prior years premium, to ensure that the staff was not going to have to make up the difference for the cost of premium increases, which were astronomical. Noreen Roeca and Cheryl Atwood will be coming to the center February fifth and sixth and will be sharing their knowledge and expertise with RRCI’s policy and procedures manual, including dental and vision benefits, bonuses and raises. Starting February 1, staff will be getting raises. Tim has been managing the 401K account for RRCI. Carol and Wendy are rewriting the budget and allocating money that needs to be spent. A set budget of $25.00 has been provided for the outreach offices’ immediate needs. Budgets for events and activities are also being discussed and will be turned in to Wendy for consideration and approval by 2/24/24. The board discussed a previous scam involving an unauthorized payment of $1,100.00 on payroll.

**Job Openings:** Adds are being written and posted for a FT Independent Living Coordinator as well as the Executive Director position. Staff supervisors will be conducting the interviews for the IL coordinator. We recently brought on two new peer mentors and the search for interns is also taking place. A chain of command within office and supervisor positions has been established. An employee of the month and an honorable mention for the month is also being incorporated to build comradery. Lynda and Jamie are in charge of transportation and vehicle assignments.

 **FINANCE:**

Thomas provided a report today for November, which discussed freeing up funds for a building and determining what budget amount was due to kickback on final value. Additionally, there was repeated discussion regarding vehicle repairs. Budget has been on point and number matched exactly for the month. Dianne included the finance documents with the meeting request and verified if there were any questions or concerns.

**VOTE**: Lester moved to accept Finance Report as submitted, Kester second, Board voted unanimously to approve.

**Interim Director:** Wendy was hired as Interim Director, however with the current state of the Center the responsibility has been more demanding than the job description of Interim Director and introduces a Change Management plan. She shared her director’s report with the group. The estimated time to have the center running smoothly depends upon a potential audit and the onboarding and training of a new Executive Director. Dianne discussed and suggested a salary increase for Wendy due to her workload. Board members also discussed options to hire an executive director assistant. Dianne suggests increasing the executive director’s salary to $70-80K to attract an experienced candidate to continue the organization’s upward trajectory. The Interim Director is asking for 10K a month, but the board has only budgeted for $54K for her position. Thomas Sorenson asks abt a budget compensation for Wendy and an assistant and Caol Golichnik provides a revised budget of $60K. Lester suggests that a 50% retroactive increase in pay to compensate while bringing in someone to help with her tasks to reduce her workload.

**VOTE**: Susannah called for a motion to raise Wendy’s consulting fee from $5K per month to $10K per month for the foreseeable future to be revisited if it extends more than 3 months. Lester second, Board voted unanimously to approve.

 **BOARD BUSINESS**

**DISCUSSION ITEMS**:Dianne discusses unpaid invoices and billing issues, as well as fundraising for the Donut Dash.

**Committees:** Dianne and Susannah discussed ways to gather information which included a shared Google Doc for updates. Dianne, Thomas and George Girling will help with scholarships. Dianne also seeks input on a hiring committee for the Executive Director and will be sending out the application form separately after checking again for attachments.

Next Board Meeting:

**Adjourn:** 6:19pm

Recorded by: Summer Hildreth