



RURAL SOLUTIONS

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Mission Statement:

"It is the mission of Rural Solutions to collaborate to address issues and create positive solutions for the health and well being of our diverse communities in Northeast Colorado."

**BOARD OF DIRECTORS MEETING
Friday, July 1, 2011
9 a.m.
Logan County Central Services Building
Sterling, Colorado**

Board of Directors		Present
Rick Agan	Washington County Department of Human Services	
Lisa Ault	Sedgwick County Department of Human Services	X
Sandy Baker	Area Agency on Aging	X
Colette Barksdale	Lincoln County Department of Human Services	Phone
Patricia Brewster-Willeke (Becky Meyer)	Rural Communities Resource Center	
Fred Crawford	Logan County Department of Social Services	
John Crosthwait	Northeast Colorado Health Department	
Mary Gross	Morgan County Family Center	X
Dawn Garcia	Eastern Colorado Workforce Center	X
	Yuma County Department of Social Services	
Liz Hickman/Karla Rosas	Centennial Mental Health Center, Inc.	X
Judy McFadden	Phillips County Department of Social Services	X
Kindra Mulch/Dawn James	Kit Carson Health and Human Services	
Judy Fehringer	Eastern CO Services for the Developmentally Disabled	X
Steve Romero	Morgan County Department of Social Services	
Ruth Seedorf	Baby Bear Hugs	Phone
Debbie Zwirn	County Commissioner	X
<u>Ex-Officio Members</u>		
Sheila Anzlovar	Northeast Colorado Child Resource and Referral	
Glenda Bang	Rural Solutions Coordinator	
Maranda Miller	Rural Solutions Project Coordinator	
Jackie Reynolds	Rural Solutions Executive Director	X
Michelle Sharp	Rural Solutions Coordinator	
Jerri Spear	CO. Dept. of Human Services Field Administrator	

- A. Call to Order—The meeting was called to order by President Debbie Zwirn at 9:06 a.m.
 - a. Changes to the Agenda – There were no changes to the agenda.
 - b. In-kind Reporting – Board members completed in-kind reporting sheets.
 - c. Proxies Discussion – None.
 - d. Introductions -- Introductions were completed.
- B. Consent Items
 - a. May 2011 Financial Report -- The May 2011 Financial Report was accepted as presented.
- C. Committee Reports
 - a. Legislative Breakfast Committee -- Jackie reported that the breakfast is planned for September but no specific date has been set. She continues to work with Representative Gardner to pick a date that will work for him. The board discussed the possibility of finding sponsors for the Legislative Breakfast to offset costs.
 - b. Finance Committee -- Mary reported that the Finance Committee met twice in June to discuss salaries and new reimbursement policies and reimbursement forms. Using salary information from Logan County, the Finance Committee proposed a baseline salary schedule to be used for Rural Solutions' staff that may be hired in the future. Mary praised the Finance Committee members for their hard work and integrity on this committee. She also charged the Personnel Committee to update job descriptions that accurately reflect the work of each job in the organization.
- D. Old Business
- E. New Business
 - a. Staff Salaries for 2011-2012 – Call for Executive Session. Lisa moved that the board of directors enter into executive session to discuss personnel matters. Mary seconded the motion which passed by unanimous vote. The board entered into executive session at 10:10 a.m. The board came out of executive session at 10:22 a.m.

Lisa moved to approve the baseline salary schedule as presented by the Finance Committee. Judy Fehringer seconded the motion which passed by

unanimous vote. As of July 1, 2011, baseline salaries for Rural Solutions positions will be as follows:

- Executive Director – Hourly Rate: \$20.00
- Financial Officer -- Hourly Rate: \$13.50
- Program Coordinator – Hourly Rate: \$15.50

Mary presented proposed salary adjustments for staff. Mary moved that a one-time adjustment be made to the 2011-2012 salaries for staff, effective July 1, 2011. Dawn seconded the motion which passed by unanimous vote.

- b. Adoption of 2011-2012 Budget – Mary moved that the board accept the 2011-2012 Rural Solutions' budget as presented. Lisa seconded the motion which passed by unanimous vote.
- c. Adoption of Travel and Mileage Reimbursement Policy and Form – Lisa moved that the board adopt the Travel and Mileage Reimbursement Policy and Form as revised. Karla seconded the motion which passed by unanimous vote. The board asked the Finance Committee to further develop reimbursement procedures around meals, including hospitality meals.
- d. Adoption of Hospitality Reimbursement Form – Lisa moved to adopt the Hospitality Reimbursement Form as presented. Jackie suggested that perhaps this form and the regular Request for Payment form currently being used by staff can be modified so only one form will be needed. Jackie will work on modifying the current form to reflect the information that needs to be captured for "Hospitality". Lisa rescinded her motion.
- e. Grant Ideas/Possibilities
- f. Announcements/Other Business

The meeting was adjourned at 10:10 a.m.

Next Board Meeting: Annual Meeting August 5, 2011 9 a.m.

Respectfully submitted,

Jackie Reynolds, Acting Secretary

Date

