

Mesa Valley Vision, Inc.
Board of Stewards
Meeting Minutes
10-28-08

Attending Board Members:

Steve Schultz
Craig Richmond
Susan Scofield

Attending Employees:

Diane Rino
Gail Giandonato
Alison Bailey
Tom Atkinson

Introduction of Family Advocate

The new Family Advocate, Diane Rino, introduced herself to the board. Diane also shared about some things she has been working on in the past couple of weeks: Family Night for enrolled families on November 6th, a newsletter that will go out via mail initially (then e-mail in a few months) and a curriculum library. Diane is also planning on putting together a resource directory which will contain a listing of community resources which she hopes to have available to families in January, 2009. Diane and Alison plan to meet with counselors at the local middle and high schools beginning next week. Diane has also begun working on obtaining background checks with her first area focus has being to meet with local businesses that offer services to MVV-HCP students.

Financial

Tom drafted procedures for the use of a procurement card which will be used to make student purchases for families with limited resources. He had also drafted an application form to be used in conjunction with this new procedure. The board unanimously approved both the form and the procedure.

Tom submitted a spreadsheet he created which shows our current budget along with the related line item expenditures to-date. He also shared that we recently had some major plumbing work done. The cost of the initial interior plumbing investigation will be borne by the program. The outside work, which included digging up the sewer line and replacing a damaged section, will be borne by the landlord pursuant to our lease agreement.

ILP Software

The board had a discussion about how to address some of the problems we're experiencing with the software. It was determined that there is a need to develop a mechanism to address problems. Craig suggested a committee to identify issues and work with Kevlors on resolving them. It was concluded that a committee of RCs should be formed that will be empowered to work directly with Kevlors. Alison will also serve on this committee and they will have the freedom to adapt the software to the needs of families and the program. The board's work will remain strategic, while the committee's work will be operational.

The board will meet with Kevin Sheppard on November 7th to gain clarification on the product's ability to generate compliance reports. They will also develop some benchmark goals and ask Kevlors to update them on those goals periodically.

It was also determined that MVV-HCP has a need for an IT person. This person could provide periodic computer training for the RCs as needed and interface with both Kevlors and the district IT department. Alison will contact Odis Harwood at the district and ask him for his recommendation.

Governance

The board approved the previous amendments to the Governance section of the Guidebook with a couple of exceptions:

- On Stewards missing meeting - We agreed that Susan would draft a new sentence which states that board members missing meetings will not hold up a vote, as long as there is a quorum of at least 3 board members present at a meeting. The attending board members must reach consensus.
- On enrolled families or citizens wishing to address the board – We agreed to clarify the language as follows: Families or citizens wishing to address the board can do so in writing or in person. If they wish to do so at a board meeting, they must submit bullet points about what they wish to speak about, in advance. These should be submitted to the Program Director. They will be placed toward the top of the agenda of the next regularly scheduled meeting. They will be given an allotment of 10 minutes to address the board. The points they make will be read back to them by the board secretary. Board members may ask questions. The board secretary will read back the main points to make sure they are entered into the minutes accurately. The family or citizen will receive a response from either the board, or staff of MVV-HCP, within 30 days.

Susan will accept the previous changes to Governance, draft up these new items and re-submit them to the board within the next week. The board will vote on those changes at the next meeting.

General Program Operations

The board voted to accept the minor changes Susan had made to the General Program Operations section of the Guidebook.

Enrolled Family Non-compliance

Alison brought up the need to clarify non-compliance procedures for families who are not complying with the Participation Agreement they signed at the beginning of the year. She explained that some RCs have said they have a couple of families who are not logging hours regularly, nor returning phone calls promptly. The board discussed the one remedy outlined in the Participation Agreement – suspension of funding, and agreed that other remedies need to be added. Alison will ask the RCs to draft some procedures for non-compliance in the coming weeks. The board will review their suggested procedures and amend Guidebook policy accordingly.

Compliance

The board and staff discussed compliance issues related to head-count and attendance. It was decided that Susan, Steve and Alison will meet with Marilyn in the district compliance department in two weeks. They will show Marilyn what the Kevlors product can produce and ask her if she thinks it will be sufficient for her records.

Miscellaneous

Steve advised the group that State Board of Education member, Randy DeHoff, who has been a supporter of MVV-HCP, would be visiting the school sometime in the 1st week of November. He would likely be accompanied by local BOE member Ron Rowley.

RC Job Description and Employment Agreement

While the RC Job Description is nearly final, the board agreed to focus on the Employment Agreement for the time being. Steve will forward the draft Employment Agreement to Colleen Martin in the district HR office and ask for her comment. Susan will forward the draft Employment Agreement to our attorney, Michael Gratten, and ask for his input as well.