

# San Luis Valley Board of Cooperative Educational Services

10/12/2021

## Steering Committee Minutes

Members present were Nastasha Carizal, Karla Stockley, Rebecca Gomez, Staci Turner, Cindy Squires, Tara Marquez (filling in for Laura Barr), Michelle Sisneros and Stacey Holland. Kelsey Fransen, Charlene Blankensop joined via Zoom. Jacque Phillips and Margie Diaz were absent. Quorum was met.

The meeting was called to order at 3:35 pm by Staci.

### APPROVAL OF AGENDA

Michelle made a motion to approve the agenda. Rebecca seconded. Agenda was approved.

### APPROVAL OF PREVIOUS MEETING MINUTES

Cindy made a motion to approve the September meeting minutes. Michelle seconded. Meeting minutes were approved.

### DISCUSSION ITEMS

1. **Website Update** - [Adeline Duarte-Lee](#) has been working at least one hour/day on updating the website. She asked that the team leaders look at their section and let her know of any revisions/additions/deletions that needed to be made.
2. **Update on Health Insurance** - Cindy reported that the BOCES is looking into a different health insurance. So far three insurance companies have presented - Friday Health Plans, Cigna Health and Alchemy Health. Three districts are currently with Cigna. Districts currently with BEST Health are not satisfied with the costs, service, etc and are also looking into other options.
3. **Comprehensive Plan** - Staci said that, rather than working on the comp plan as a group, Jacque would like to have 2 or 3 staff members work with her to make revisions. Karla and Kelsey volunteered to do so.
4. **Organizational Chart** - A couple of revisions have been made since the chart was sent to staff. Staci will ask Adeline to email the revised chart to all staff.
5. **Update on Meetings Attended by Admin Team** - Adeline has created a list of ongoing meetings, i.e., steering committee, team meetings, etc. Staci will ask Adeline to email the revised list to all staff.
6. **Job Description Updates** - Cindy sent job descriptions to each team leader and asked that they work with their team to update them. She said they should be returned by the first week of November so they can be included in the board packet for the November 17th board meeting.

7. **New Day/Time for Steering Committee Meetings** - The committee decided to change the meetings to the third Wednesday of each month at 3:30 beginning with the November 17 meeting.
8. **Policy Updates** - Staci reported that she has received revised policies from GASB and she and Jacque will be working on them October 21 at 9 am in Staci's office. Anyone who would like to join is welcomed.

Staci asked for direction for future meeting agenda items and reported that ESSER funds are being used to update the technology in the large conference room. She also let the committee know that Cindy updates the BOCES Facebook page and can post information that employees give her.

Cindy gave an update of COVID - Public Health Emergency Leave is the equivalent of two work weeks but is a one-time leave. It doesn't start over each year.

Karla said she would like to know the vision/mission of the steering committee. There is a policy that states the executive director will have an advisory committee. Staci will bring it to the next meeting.

#### **AGENDA ITEMS FOR NEXT MEETING**

- Health Insurance Update
- Policy Updates
- Vision/Mission of the Steering Committee

Meeting was adjourned at 4:25 by Staci.

**Next SLV BOCES Steering Committee meeting will be held on WEDNESDAY, 11/17/2021 @ 3:30 in the BOCES large conference room and will be held in person.**

Respectfully submitted by,

Cindy Squires