**February 2021**

 **Executive Directors Report**

**Staff Updates:**

We have hired a new staff member for the Fillmore/Beaver areas. Carla started her training earlier this month and seems to be picking up on things quite well. She worked as a substitute teacher and had experience in the medical field as well. We are hoping that her associations in these areas will help us to get into the schools with our PreEts program and establish relationships with the nursing homes and hospital social workers in these counties.

As I have been pondering the needs of RRCI and the talents of current staff, I have decided to create a new position of Outreach and Resource Development Coordinator soon to be performed by the current Center Manager, Ashely. This position will be responsible for all media and marketing, serve as fundraising team leader, facilitate donor relationships and follow-up, coordinate volunteers and act as liaison with Friends of RRCI. She will also serve as Diversity Specialist, and support to the youth program and other center wide activities. I have hired a new Office Manager, Matina, who will be starting next week. She has a strong accounting and HR background. I am confident that this new change, will open stronger connections to the community and improve the functionality of RRCI as a whole.

**COVID-19 Pandemic**:

We have had a couple of COVID-19 scares with another employee falling ill and others who had to quarantine. However, I am pleased to report that no employee has contracted COVID-19 from anyone in our office. All who have contracted the illness have done so from outside sources. Looks like the safety precautions we have in place are working, and I am very grateful for that.

**State Financial Audit:**

We are currently in the process of doing our state financial audit. It’s been a lot of back and forth as we pin down every little detail of our state funding. As we have been working through this arduous process we realized once again that our current employee credit card system was not working. I have decided to switch over our employee cards from being through Zions Bank to Capital One for Businesses. This should give us a lot more latitude with statement due dates and reporting.

**Friends of RRCI:**

Greg and I have a second meeting with the IHC committee with regards to the land proposal we put together back in December. We hope this will put us further down the path to obtaining the property next to the Jubilee Home in downtown St. George.