

UUC BOARD MEETING AGENDA
Thursday, February 13, 2014, 6:30 pm

6:30 – 6:45	First Time Period Chalice Lighting & Reading- Ann Reading of Board Covenant Check-in and offering- Rev. Dara Process Observer- Beth	15 Minutes
6:45 – 6:50	Review and Accept Agenda	5 minutes
6:50 – 7:10	Old Business Auction update CRR recommendation update	20 minutes
7:10-7:20	Minister & Staff Reports Minister's Reports Administrator's Reports DLFD's Reports	10 minutes
7:20 – 7:25	Consent Agenda Previous Board Meeting Minutes	1-5 minutes
7:25- 7:35	Treasurer's Report	10 minutes
7:35 –7:50	Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes	15 minutes
7:50 – 8:00	Council Reports Facilities Council Fellowship & Governance Council Finance & Administration Council Lifespan Faith Development Council Membership Council Pastoral Service Council Social Action Council Worship Opportunities Council	10 minutes
8:00 – 8:10	Break Refreshments by Kristine Reid	10 minutes
8:10 – 8:20	Action Items Approve amended Charge to CoM CoM- Policy change to CoM Language - Change to P&P regarding Personnel	10 minutes
8:20 - 8:40	New Business Approve donation -\$360 gift for the playground from Arthur Cennamo. Board brainstorm session- Visibility- supporting congregational events Role of the Board in Stewardship Budget- create a budget which does not rely on other fundraising such as Auction Resignation of Frank DuPont as Parliamentarian Status of Fellowship & Governance Council Board members leading a session of congregational discussions on growth	20 minutes
8:40 – 8:45	Information Items February Time Line check list Neighborhood meetings	5 minutes
8:45 - 8:55	Process Observer Report Back	10 minutes
8:55 –9:00	Reading, Refreshments & Process Observer for next meeting	5 minutes
Closing-	Rev Dara	

Report for the Board, February 2014

Rev. Dara Olandt

Key dates February and March:

February 7–8th- Action in Raleigh North Carolina
The UUC Contingent includes 35 people!

February 8th – Rev. Dara participating at the Installation Service of Rev. Andrew Weber at UU Fellowship of Newark, Delaware

February 24th-28th – Rev. Dara is at Minister’s Retreat at UUA in Boston.

March 14th-16th – Rev. Dara is at book-launch celebration UUJA National Gathering in Morristown NJ.

March 29th – UUC Newcomer’s Potluck at 6:30. Board members welcome!

I will offer a Spring Meditation Series – Adult RE
7-9 pm. Dates: March 11, March 25, April 8, April 22, May 13, May 27

UUC Reflection Sessions, Confirmed Dates:

Feb. 21, 7PM - Paula Markham - B2
Feb. 22, 7PM - Linda Pfeiffer - B3
Feb. 22, 7 PM - Joan Minner - Radford
Feb. 28, 7 PM - Cynthia Luke - B1
March 1, 7PM - Barbara Taylor - B3
March 7, 7PM - Nancy Bodenhorn - Christiansburg
March 8, 10 AM - Stephanie Gilmore - Shadow Lake
March 8, 7 PM - Carol King - Floyd

(Additional dates may be added. The Reflection Sessions are community-centered dessert parties – not dinner! See also section on “CoM” in this report.)

Highlights from end of January - February:

Sunday, January 19th – Welcomed 6 New Members in New Member Recognition Service!

Sunday, January 19th – supported UUC MLK Day of Service and Action. (I had an opportunity to join with 3 folks from UUC to clean a residence for women escaping domestic violence.)

Public Ministry

Leading UUC contingent to Raleigh for Mass Moral Gathering. Our contingent is about 20% of our congregation! We will join with over 750 other UUs who have registered to march.

Social Justice

First Social Justice Steering Committee/Exploring CBCO Group:
is scheduled for Wednesday Feb. 19th from 7-8:30 pm. I will be meeting with this group over several months to support their launching.

DLFD Report to the Board – February 2014

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration Numbers

- CYRE: 141 (unique children and youth)

LFD Council

- Work continues on a comprehensive LFD policy manual.

Children's Religious Education Committee (CREC)

- The toy drive continues through February to benefit the Carilion Children's Hospital in Roanoke. This is a joint social action project with CST, and is in support of one of our RE 5th graders, who proposed the drive. We have already surpassed the original goal of 100 toys, books, etc.
- Spring teacher training occurred January 25.
- Spring semester began February 2; the new middle school curriculum received high marks.

Youth Adult Committee (YAC)

- YAC and YRUU continue to fundraise for the upcoming Mountain Con in April. The coffeehouse raised around \$500.

Adult Religious Education Committee (AREC)

- The multi-generational showing of The Hunger Games was received very enthusiastically, with, by far, the highest attendance yet at a movie. A movie survey sent to the congregation received 67 responses. Based on the responses, AREC has decided to make our March and April movies also multi-generational.

OWL Committee (OWL)

- OWL 8-9 has held their first two classes. The two remaining classes will be held in March.
- Johnny McCord has volunteered to be trained for elementary OWL (K-1 and 4-5) for next year.

DLFD

- I served as the guest speaker at the service on February 9.

Administrator's Report to the Board – Lisa Evanylo

February 13, 2014

Policy manual: The policy manual has been updated with the latest policy changes, and it's posted in the member area of the website. There will be a copy available at the Board meeting.

Bulletin Boards: At Dara's suggestion, the kiosk bulletin boards are being revitalized to display information on what is happening at UUC and in the wider community. Each section has been covered with colored paper and labeled. I'll let the committees know to put up information. One board is for congregants to advertise their businesses so that we may support one another.

Insurance Coverage: Dick Bauman and I met with Rick Banks, our rep from Church Mutual, to discuss our coverage for the coming year. At this time, we do have coverage for the 3 Trustees but not for the Board. I am including the proposal for Board coverage at a cost of \$175/year. While our coverage renews in early March, this coverage can be added at any time. Please look it over and let me know of any questions you may have regarding this policy.

Vacation: I will be taking vacation time Feb. 28-March 5 but will have my computer with me for checking emails and working on the Sunday bulletin.

Attendance chart: [see file](#). Note that we now have a record 210 members following the new member welcome ceremony in January. Just prior to the ceremony, 6 new members signed the book. Several of those who signed in the past few months have pledged.

**Included: 1. Proposed Language re: CoM for P & P Manual
2. Current Language
3. Supporting Documents**

1. Proposed Language (Feb. 2014 submitted by Committee on Ministries)

E. The Committee on Ministries

The Committee on Ministries (COM) is a Committee of the Board that reviews and supports the various ministries of the Congregation, with the intention of strengthening the health and wellbeing of the congregation as a whole system.

The COM is charged with considering how the congregation is living into its vision and mission in the world and creating opportunities for strengthening communication in the life of the congregation.

The COM is composed of six members, each serving 2 years. Rotation shall be one or two members per year. In case of vacancies the Minister and President shall bring names to the Board equal to the number of vacancies for Board approval.

The COM will serve the following functions:

Aid the Minister by being available for counsel Keep the Minister advised of conditions within the congregation as they affect relationships between the Minister and members Address conflicts raised among members/friends or between the Minister and a member/friend Interpret to the Congregation the nature and scope of the work of the Minister, including clarification of role expectations and realistic priorities Submit an annual compensation recommendation of the Minister to the Finance Committee and Board Support the Minister's planning for continuing education and other professional development Conduct comprehensive assessments of the Congregation every 3-5 years Attain feedback from congregants to proactively reflect upon and support the shared-ministries of the congregation (including Religious Education, Social Justice, YRUU, Membership/Connections and Small Group Ministries, etc.)

Current Language: P & P Organization - pgs. 13-15

2. Current Language

E. Committee on Ministries (no longer functional but not officially so, replaced by right relations below) Dara is reconstituting COM

The Committee on Ministries (COM) serves as ombudsman for the Minister and the membership.

It is composed of five members, each serving three years. Rotation shall be one or two members per year. In case of vacancies the minister and president shall bring names to the Board equal to the number of vacancies for Board approval. (Board, 9/14/06, moved by Stan Mathes, seconded by Julia Lewis, adopted unanimously.) The purpose of the Committee on Ministries is to strengthen the quality of ministry with the Congregation. The committee serves as a support to the minister and a liaison for the people in the congregation to address conflict with the minister or with other members of the congregation. This committee may also review the various ministries of the Congregation with the intention of looking for ways to strengthen and support these ministries.

Related to the minister, some of the important functions of the committee are;

- Aid the minister by being available for counsel.
 - Keep the minister advised of conditions within the congregation as they affect relationships between the minister and members.
 - Interpret to the congregation the nature and scope of the work of the minister, including a clarification of role expectations and realistic priorities.
 - Submit an annual compensation recommendation to the Finance Committee and Board.
 - Support the Minister's planning for continuing education and other professional development.
 - Address conflicts raised among members/friends or between the Minister and a member.
 - The Committee on Ministries will conduct an assessment survey of the Congregation every 3-5 years and will coordinate the distribution of the survey results to the various parts of the Congregation.
3. Supporting Documents for the Board (Letter from Rev. Dara upon arrival regarding reformation of a CoM, submitted to the Board, August 2013)

WHAT IS A COMMITTEE ON MINISTRY?

A Committee on Ministry is a Committee that gathers to reflect upon and review the ministries of the congregation with aim to foster and support the health and wellbeing of the congregation as a whole.

Another important purpose of the COM is to proactively seek feedback and also hear any concerns regarding the life of the congregational, which can include concerns regarding minister, staff, members of the laity, and ministries of the congregation as whole.

All Unitarian Universalist Ministers in Fellowship are required to work with a COM. The minister is a member of the COM and meets each month with the COM's 6 or so additional members.

WHO IS ON A COM?

Generally, it is considered an honor and responsibility to sit on the COM, thus the Minister and Board work together on deciding who will serve on the COM.

A few options for discerning members:

The minister may propose 3 people and the Board 3, or the Minister may provide a slate of suggestions, which the Board has option to approve. It is often helpful (and customary) if a few members of the Search Committee become members of the COM. We can explore together UUC's existent policies and practices regarding prior COMs.

What happens at a COM meeting?

COM meetings are most vital when they are focused upon cycles of continual learning and reflection. COM exists to consider the meaning and purpose of ministry, and how best to foster robust ministry in the congregation. The COM considers "How is the congregation living into, and actualizing, its mission and vision?"

Like many Committees, but essential for the COM, is to first form as a team, and to develop a more clear sense of its purpose. The COM may begin by intentional study and reflection regarding best practices for reviewing the ministries of the congregation and how it fits into the larger whole of the congregation's vitality. Thereafter and when needed, it may develop creative ways to reflect upon the ministries of the congregation and engage other sectors of the congregation in reflection as well. For example, the COM may proactively hold listening sessions, etc.

When there are concerns, a COM will also review the concerns they have heard and reflect upon possible recommendations.

RESOURCES

In its first months, I look forward to reading and reflecting together in the COM, using a helpful resource called:

Completing the Circle, Reviewing Ministries in the Congregation by David R. McMahill

<http://www.alban.org/bookdetails.aspx?id=526>

More general, helpful info is available in this UUA article on COMs:

<http://www.uua.org/interconnections/interconnections/44219.shtml>

IS A COM BASICALLY A MINISTER SUPPORT GROUP?

Yes -- and No.

The COM provides support to the Minister in so far as the minister plays an important role in fostering vitality of congregational life. Yet the field of COM reflection does not end with the Minister's professional ministry. Instead, the COM aims to reflect upon the ministry of the congregation as a whole system and whole organism. This perspective includes the professional ministry provided by the Minister and the Shared Ministry of the congregation and leaders. The COM may also be aptly titled a Committee on Shared Ministry.

When people in congregational life have concerns, they are encouraged to speak directly with parties concerned. However, the COM is available to hear concerns from within the congregation and an important next step for when concerns arise.

PROVISIONAL PLANNING

Rev. Dara will offer a brief COM overview at Board Retreat, wherein Minister and Board will have time to begin to understand the purpose of the COM and come to mutual agreement as to its members.

Note that for the purposes of renewal of Fellowship, the COM and BOARD provide different evaluations of the Minister for the UUA, and thus should be distinct bodies.

TIMING

A Committee on Ministry will need to be formed as soon as possible, by mid-September (or earlier) with a provisional "charge" which can be evaluated and renewed following the COM's first several months of being, and after the COM has been able to move through some initial learning together.

CoM / Congregational Well-being: Reflection Sessions

CoM has designed series of neighborhood Reflection Sessions open to any members and friends of the congregation. Purpose: to build community among diverse members/friends, and create an opportunity for meaningful personal reflection on the ministries of the congregation. Out of these sessions CoM attains relationally oriented, and "high quality" feedback. This type of reflection is based upon the work of the book "Completing the Circle". Each session is held at a congregant's home, with optional childcare available at UUC the evening of the session. The format is a desert party, no dinner will be served. Each session has a host, a facilitator to help guide the reflection portion, and a recorder to take a few notes. The purpose of the Reflection Sessions is to Reflect. Stewardship is not the emphasis of these sessions. Stewardship will be only briefly mentioned at the end, as a simple announcement that let folks know that Stewardship is coming up and to stay tuned for more information.

The basic outline for the program portion of these Dessert Gatherings are as follows:

7 pm

Each person is given an index card and invited to fill in the blank to a question.

"I would like our congregation to be known as: _____"

Participants are invited to keep the card over the course of the evening, when they will be collected.

Reflecting Together (1 hour):

Guided Reflection on Mission, Ministries of the Congregation & Stewardship

Question for reflection: "When in the past year were you moved, touched, or inspired by the ministries of the congregation?"

Most of this time is for sharing experiences, and listening to folks share.

Facilitators may also ask, "Can you imagine something that we, together, can do differently at UUC, what would it be?"

We have a full roster of confirmed facilitators. Training/Orientation for Reflection Session Facilitators will be held: Thursday, Feb. 13th from 5-6pm and Thursday, Feb. 20th from 7:30-8:30pm. CoM and Facilitators will reflect together on the sessions and share pertinent information with Board, Long-Range Planning, Congregation, etc.

Proposed Policy from Personnel Committee regarding employee concerns.

The proposed change to the P & P Manual has been approved by Rev. Dara, Margo Walter, and Molly Lazarand is ready for Board action. Crosby Houston, chair of Personnel Committee, will be attending the Board meeting.

Proposed Language

D. Resolution of Employee Concerns

Employees are encouraged to discuss any concerns about work or suggestions for improving operations with their supervisor and to work together, and discuss the problem, applicable rules, and or policies and to come to a possible resolution.

If discussion with the supervisor does not resolve a problem to the employee's satisfaction or if the employee doesn't feel comfortable discussing the problem with the supervisor, the employee should submit the complaint or grievance in writing to a member of the Committee on Ministries who may offer to go with the employee to discuss the situation with the supervisor. If the employee does not wish to do this, the written complaint will be passed to the full CoM. If the employee does not want the minister to be involved at this point, the CoM may elect to discuss the situation without the minister present. At the discretion of the CoM chair, the minister may be brought into the discussion. If there is no resolution, the entire CoM, including the minister will make a recommendation to the President. The President shall then recommend a resolution of the problem to the supervisor and employee.

If the recommendation does not resolve the matter to the employee's satisfaction, the employee may seek a review by the Executive Board. The resolution recommended by the Executive Board will be binding upon the Congregation and employee.

UUC Policies & Procedures: Part III Page 11 of 15 July 2012

Current Language:

D. Resolution of Employee Complaints

Employees are encouraged to discuss any concerns about work or suggestions for improving operations with their supervisor or advocacy committee, and to work together and discuss the problem, applicable rules, and or policies and to come to a possible resolution.

If discussion with the supervisor does not resolve a problem to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the President. The President may interview the employee and involve the Personnel Committee or and/or the Committee on Ministry. The President shall then recommend a resolution of the problem to the supervisor and employee.

If the recommendation does not resolve the matter to the employee's satisfaction, the employee may than seek a review by the Executive Board. The resolution recommended by the Executive Board will be binding upon the Congregation and employee.

Monthly Council Meeting Report

Submit this report on or before the first Thursday of each month.

E-mail to your council's Board Liaison

Council:	Fellowship and Governance
Council Meeting Date:	Feb. 3, 2014
Report submitted by: (name, position, & e-mail)	Frank DuPont, Council Chair

Using brief bullet points, please provide the following info that is pertinent to your Council:

- Issues discussed and actions taken:
- Recusal policy and procedure for recusal of volunteers due to conflict of interest.
- Denominational Affairs and General Assembly 2014.
- Program Documentation has grown to three members and continues work on creating a document that will bring the Congregation's Policies and Procedures into alignment with the organizational structure.
- With the recognition that there are no units or functions in the Council that relate primarily to Fellowship rather than Governance, we discussed the need to create a committee called Governance; it would subsume the Program Documentation committee plus serving as the entity which recommends modifications and updates to the organizational structure of the Congregation. There is no one responsible for this function at the moment.
- The Strategic Planning Committee (SPC) is presently experiencing a hiatus while the Vision/Mission process is developed, so that SPC can be more program focused.

- Any significant successes, challenges, or changes the Board needs to be aware of:
- The only committee in this Council with a budget is Denominational Affairs, and its proposed budget has been submitted.

- Goals for the coming month(s):
- Re-energizing the District Chalice Lighter's Program

- Actions required from the Board, if any: Please see attached reports and recommendations:
- Recusal Policy and Procedures
- Denominational Affairs Report

RECUSAL OF UUC VOLUNTEERS

On November 14, 2013, the Board added a section to the Policy and Procedures Manual, Part 3, regarding Conflicts of Interest on the part of staff. At that time the Fellowship and Governance Council was tasked with making a recommendation to the Board that would recognize the possibility that UUC volunteers, especially committee and council chairs and others in charge of

operational functions, could find themselves in situations that would could be construed as being a conflict of interest.

Therefore, it is recommended that the following paragraph be added to the Policy and Procedures Manual, Part II, as the third and fourth paragraphs in the Introduction to Organizational Structure.

(Policy) “As a matter of ethical conduct, when a volunteer who is in a position of authority or influence over a situation or decision has a conflict of interest, whether monetary or personal bias, they should withdraw from participation in any meeting, venue or decision when their impartiality could be questioned. This should not be limited to decisions regarding money, but also to situations or disputes that involve the right of full participation by any congregant as defined in the UUC Bylaws.

(Procedure) If there is disagreement as to whether the policy applies to such a volunteer, either by the volunteer him or herself, or by another member of the affected Congregational entity, the decision to recuse and its boundaries may be appealed to the next level of our Congregational structure, with the final decision made by the Executive Board.”

Denominational Affairs/General Assembly 2014

With the growth of membership numbers the UUC is now entitled to 5 delegates to General Assembly, being held this year in Providence, Rhode Island. Registration for all attendees is \$330, and the current budget year provides coverage for two delegates. The request for next year’s budget will include registration costs for all five potential delegates. If we can successfully recruit a total of five delegates this year fiscal year, I will be asking the board for an over-budget amount.

I urge each board member to seriously consider attendance at General Assembly. Our sense is that our congregation and its activities have grown beyond the four walls here in Blacksburg, and the best way to gain a sense of what Unitarian Universalism encompasses is to attend General Assembly. This applies to all areas of church life, from workshops on the nitty-gritty committee work to our outreach in social justice. The information-sharing among the approximately 3000 attendees alone makes it worth the expense and time.

Directors, Officers and Trustees Liability Policy Proposal

This errors and omissions policy protects your directors, officers, trustees, clergy, and other elected or appointed members of your governing body while acting within the scope of their duties. Spouses also are covered if named in a covered lawsuit. Your organization also is covered if it is required to indemnify such individuals involved in the lawsuit.

Protection is provided for lawsuits alleging matters such as:

- Conflict of interest
- Failure to exercise good judgment
- Improper (but not dishonest) use of funds
- Breach of fiduciary duties

Payment of court judgments and legal costs is provided if the claim is made while the policy is in force and if you had no prior knowledge of the wrongful act.

Limit of Insurance

\$1,000,000 Annual Aggregate

Defense costs are provided within the limit of insurance.

Retention

\$1,000 Each Claim

Affiliated Entity Dispute Legal Defense Coverage

Coverage for claims arising from disputes with Affiliated Entities are subject to the following limits and are not subject to the retention:

\$25,000 for Each Wrongful Act

\$50,000 Aggregate Limit for All Wrongful Acts

These limits are part of, and not in addition to, the directors, officers and trustees aggregate limit. This coverage is for defense expenses only. Examples of Affiliated Entity Disputes include, but are not limited to, claims made against you by an associated or related organization that involves property ownership disputes, control over business affairs, and the appointment or election of directors, officers, trustees, or other positions.

Retroactive Date (if applicable)

If your policy has a retroactive date, the wrongful act must occur on or after that date for coverage to apply.

Annual Premium

\$175

ESTIMATED PREMIUM, SUBJECT TO APPLICATION

*This is not a contract or an offer of coverage. It is a description of coverages that can be purchased.
Please refer to your insurance policy for a complete description of coverages, limitations, and exclusions.*

Response to the CRR Recommendations Report – update
Submitted to the Board, February 2014
From: Lifespan Faith Development Council

Below is a progress report from LFDC on the recommendations that concerned committees under our council.

2. Parent orientation to right relations:

a. Policy: Consider giving parents a handbook that includes our Guidelines for Right Relations, safety issues, and anything else CREC deems appropriate for all parents to have knowledge of. Consider adding a request for parents to acknowledge receipt of this handbook upon registering their child(ren) for our Religious Education program. Consider including RE-specific examples of how right relations are “practiced” (speak directly to other parents, apologies between children when appropriate, etc.) (CREC)

Response: LFDC established the UUC Lifespan Faith Development Program Covenant that detailed the items in the first policy recommendation, and required parents to acknowledge and accept participation in the covenant as a requirement for registration for LFD programs.

Regarding providing examples of how “right relations” is practiced, LFDC believes that this is not something that should be under their direction. Instead of RE-specific examples, UUC-specific examples would be more appropriate. We refer this point back to the Board to be taken up by the Board or sent to the appropriate council/committee.

3. Playground Rules/Playground Use Guidelines:

a. Procedure: Consider creating a playground “patrol team” as a RE Volunteer opportunity. Vision for this is that these volunteers would be oriented to appropriate playground behavior and provide a consistent presence to reinforce parental supervision. (CREC, possibly Playground Committee)
c. Policy: Consider establishing the ages of children who may play in the enclosed playground area, with the meadow area preserved and maintained as a free play area for older children, with regular mowing and maintenance, and with consistent supervision. (CREC, Grounds, Playground Committee)

Response: These items are not part of the work of the CREC. The recommendations should be considered instead by the Playground Committee, when finally formed. CREC will provide a liaison to the Playground Committee.

4. Incidents of non-negotiable behavior:

a. Policy: In those relatively rare instances when non-negotiable behavior occurs the CRR recommends that the LFD program have the authority and capacity to document and track these incidents. (CREC, Lifespan Faith Development Council, Board)

Response: LFDC agrees with this recommendation and will be including this policy in the newly revised policy manual, to be submitted to the Board for approval this spring.

b. Policy: Consider establishing a standard notice-of-incident form that notes the child’s name, the non-negotiable behavior incident, and the witnessing adult(s). CRR recommends having the parent(s) acknowledge being informed of the incident, and that this form be held in confidence by the DLFD office. (CREC)

Response: LFDC agrees with this recommendation and intends to implement such a form in fall of 2014.

c. Policy: Consider establishing and providing to parents the process through which non-negotiable incidents will be tracked and consequences implemented (eg, after X incidents in the

classroom, parents will be asked to meet with teachers, DLFD, etc., consequences will be thus-and-such) (CREC)

i. Consider including a process for parents to follow when their child is involved in an incident of non-negotiable behavior.

ii. Consider including a process or guidelines for parents when another child's parent/guardian can't be located.

iii. Consider that incidents on the playground, the classroom, and during childcare be considered as "unique" incidents as far as consequences are concerned (eg, if X incidents are the threshold, it would be X incidents in one area (eg, childcare), not one incident in each) (CREC)

Response: Recommendations i. and ii. will be addressed in the newly revised policy manual, to be submitted to the Board for approval this spring. Recommendation iii. is not applicable, as LFDC does not have any policy, nor do they intend to recommend any policy, that sets consequences based on the number of incidents. All incidents, regardless of location, would be considered in the context of their occurrence.

e. Policy: Consider establishing guidelines and procedures for parents to follow when non-negotiable behaviors occur on UUC grounds, but outside the authority of the LFD program. This could be included in the handbook. (CREC)

Response: These recommendations will be addressed in the newly revised policy manual, to be submitted to the Board for approval this spring.

5. Unwritten policies:

a. Policy: Consider updating the CREC policies and procedures manual to include in written form all policies used in decision-making. (CREC)

Response: These recommendations will be addressed in the newly revised policy manual, to be submitted to the Board for approval this spring.

b. Policy: Consider requiring parents to share any diagnosis of their child(ren) with the DLFD; if there is no such diagnosis on record, we recommend that volunteers and staff consider refraining from making a diagnosis and/or interpreting policy as if such a diagnosis existed. (CREC)

LFDC currently requests parents share diagnosis on a voluntary basis. We cannot legally require parents to share medical information.

Board Action:

- **Please note that we have referred the recommendation contained in the last sentence of item 2a back to the Board.**