

Mid-Columbia Children's Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

April 7, 2016

Board Members: Joella Dethman
Bud Lacey
Marilyn Butler
Kim Granville Taylor
Lisa Roth

Absent: Christina Casey
Tad Connors
Maria Elena Castro

Guests: Doreen Hotchkiss
Karen Stafford

Minutes Taken By: Kathy Martin

Item:	Bud Lacey, MCCC Chair, called meeting to order.
Action:	5:48 p.m. meeting called to order, quorum established.
Item:	Additions and Deletions to Agenda
Discussion:	Human Resources: Add Fiscal Director Applicant. New Business: Add Policy Council By-Laws. Add closed session to end of meeting.
Action:	Joella Dethman moved to approve the agenda as amended. Marilyn Butler seconded it. It was approved unanimously.
Item:	Community Check In – All participated.
Item:	Minutes of March 3, 2016
Discussion:	Minutes presented.
Action:	Joella Dethman moved to approve the March 3, 2016 minutes as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Guest Speaker/Training
Discussion:	Karen Stafford presented on School Readiness.
Item:	Board Required Training – Email Confirmation
Action:	Board to review video and send in email confirmation. Matthew to resend video link along with a deadline.
Item:	Program Correspondence
Discussion:	Oregon New Minimum Wage; OPK/Head Start Budget Information; ECEAP Steering Committee Notes from February 23, 2016; OHSA Preschool Promise Awards; Grant Award with equipment purchase permission for Goldendale and White Salmon HVAC; HSAC meeting notification, Parent Volunteer Training Program (SEEKERS) video.
Item:	Human Resources Hiring & Staffing Report
Discussion:	Doreen presented the February 2016 Hiring Report and Job postings.

Action:	Joella Dethman moved to approve the February 2016 Hiring Report and Job postings as presented. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Human Resources Corrective Action Plan – Criminal Background Checks (ratify email vote)
Discussion:	March 8, 2016 during the course of a routine Personnel File Review it was discovered that two staff files did not have the printed documentation of a WATCH background check in the file. To prevent this from occurring again, Corrective Action Plan was implemented.
Action:	Joella Dethman moved to ratify the Corrective Action Plan as emailed. Lisa Roth seconded it. It was approved unanimously.
Item:	Monitoring Policy (ratify email vote)
Discussion:	Human Resource section of policy was changed to include file review of new employees prior to hire.
Action:	Joella Dethman moved to ratify the Monitoring policy as emailed. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Human Resources Work Plan (ratify email vote)
Discussion:	Human Resource section of policy was changed to include file review of employees prior to hire.
Action:	Joella Dethman moved to ratify the work plans as emailed. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Fiscal Director Applicant
Discussion:	<p>The hiring committee recommends the hiring of Linda Shames as Fiscal Director. She was offered the position at step four and will let us know on Monday. Requesting approval to hire Linda contingent on her acceptance and Region X approval. If she does not accept on Monday due to pay, we would like the option to offer her step five.</p> <p>Recommendations: Don't take posting down until recommended applicante accepts and signs paperwork. Change posting/ad language to include open until filled. Submit applicant one and two to Policy Council and Board for approval.</p>
Action:	Joella Dethman moved to the hiring and offer of step four to Linda Shames contingent upon her acceptance and approval from Region X and step five will not be offered if she declines. Lisa Roth seconded it. It was approved unanimously.
Item:	Treasurer's Report: Finance Committee
Discussion:	<p>Marilyn Butler received some reports while they were in meeting but did not have the opportunity to review. Audit is scheduled for May 9th. Will be working with Susan on what is reports are needed. Freddy presented and prioritized his five year facility projects list.</p> <p>Country Club – flooring - \$15,000 Belmont – play structure - \$8,000 Country Club – landscaping and irrigation - \$15,000 Country Club – paving and expand parking lot - \$30,000 White Salmon –pave parking lot and add to bike path - \$30,000 Goldendale – repave parking lot - \$40,000</p>

Item:	November 2015 Financial, In-Kind and Credit Card Reports
Discussion:	Report not available.
Item:	December 2015 Financial, In-Kind and Credit Card Reports
Discussion:	Report not available.
Item:	Old Business – Fund Raising
Discussion:	No report.
Item:	Recruitment Committee
Discussion:	Michelle Ramos in Madras, conflict with current employer and Joyce Brake not available at this time.
Item:	Temporary Use of Corporate Funds – White Salmon HVAC (ratify email)
Discussion:	Emailed out.
Action:	Joella Dethman moved to ratify the use of corporate fund for White Salmon HVAC as emailed. Marilyn Butler seconded it. It was approved unanimously.
Item:	MCCC/ACT MOU for Gorge Youth Center
Discussion:	For review and input. A few corrections noted.
Item:	New Business: 2015-16 Program Improvement Plan Progress
Discussion:	2015-16 Program Improvement Plan progress presented.
Action:	Joella Dethman moved to accept the 2015-16 Program Improvement Plan report as presented. Marilyn Butler seconded it. It was approved unanimously.
Item:	Policy Council By-Laws
Discussion:	Ratify email vote.
Action:	Joella Dethman moved to ratify the Policy Council By-Laws as emailed. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Director’s Report: February 2016
Discussion:	Report presented.
Action:	Joella Dethman moved to accept the February 2016 Director’s report as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Closed Session
Discussion:	Recess at 7:20 p.m. for closed session.
Action:	Joella Dethman moved to recess the meeting at 7:20 p.m. to discuss Matthew Solomon’s goals/progress report. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Reconvene and Adjourn Meeting
Discussion:	Meeting reconvened at 8:00 p.m.
Action:	Lisa Roth made a motion to adjourn the meeting at 8:01 p.m. Kim Granville Taylor seconded it. It was approved unanimously.

Next meeting: May 5, 2016