

Mid-Columbia Children's Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

May 5, 2016

Board Members: Tad Connors
Bud Lacey
Marilyn Butler (conference call)

Kim Granville Taylor
Lisa Roth

Absent: Christina Casey
Joella Dethman

Maria Elena Castro

Guests: Matthew Solomon
Velda Brigham

Minutes Taken By: Kathy Martin

Item:	Bud Lacey, MCCC Chair, called meeting to order.
Action:	5:58 p.m. meeting called to order, quorum established.
Item:	Additions and Deletions to Agenda
Discussion:	Add Fiscal & Credit Card Reports for December 2015 – March 2016.
Action:	Tad Connors moved to approve the agenda as amended. Marilyn Butler seconded it. It was approved unanimously.
Item:	Minutes of April 7, 2016
Discussion:	Minutes presented.
Action:	Tad Connors moved to approve the April 7, 2016 minutes as presented. Marilyn Butler seconded it. Kim Granville Taylor noted two corrections. Marilyn Butler moved to amend her motion with noted correction. It was approved unanimously
Item:	Guest Speaker/Training
Discussion:	Velda Brigham trained on Transportation. Consider including Bus Monitor for the Parent Training Program. Velda will send letter to Parkdale parents to recruit Bus Driver.
Item:	Board Required Training By April 30, 2016 – Email Confirmation
Action:	Reminder for Board to review video and send in email confirmation as soon as possible. Bud Lacey, Kim Granville Taylor and Lisa Roth have completed.
Item:	Madras Y Office Space Lease
Discussion:	In the process of updating an expired lease for program year 2015-16 we identified that the current leasing agent had contacted Lori by an email notifying us of a \$50 increase in rent a month. Lori accepted rate increase and requested them to proceed with the renewal of the lease. The lease was never generate and once brought to their attention leasing agent changed it to \$50/per office wanting retroactive back to October 1, 2015. Notified leasing agent that we would pay May at the \$700 and would bring it to our Board of Directors for discussion.

Found three office spaces available. Two rented for about \$1000.00 a month and third \$450.00/month plus utilities.

Older building, better location, two offices and one large meeting room, Our facilities person can paint, update electrical outlets, clean carpets, etc. Freddy discussed the possibility of a reduction in rent if we were to do repairs/upgrades.

Action: Tad Connors made a motion to have Freddy proceed with obtaining lease with new landlord effective July 1 and giving notice to existing landlord before June 1 with MCCC vacating the office space by June 30. Kim Granville Taylor seconded it. It was approved unanimously.

See if we can have access to start repairs in May and June with rent starting in July 1, 2016.

Item: Program Correspondence

Discussion: Region X approval to hire Fiscal Director; Administration for Children and Families Environmental Health and Safety Review outcome; Region X Fiscal Contractor change; DHHS Notice of Award; Thrive By Five possible cut in the program, Reduction in White Salmon rent for five years do to the heating improvements.

Item: Human Resources Hiring & Staffing Report

Discussion: Sandy presented the March 2016 Hiring Report and Job postings.

Action: Tad Connors moved to accept the March 2016 Hiring Report and Job postings as presented. Marilyn Butler seconded it. It was approved unanimously.

Item: Professional Development Policy Update

Discussion: Sandy presented updated policy.

Action: Tad Connors moved to approve the Professional Development policy as presented. Lisa Roth seconded it. It was approved unanimously.

Item: Request for Base Wage Increase Due to Experience

Discussion: Fiscal Committee recommends that the Board approves R.V. base wage be increased to step four based on experience and policy.

Action: Tad Connors moved to approve R.V. increase from current step to step four of salary schedule effective May 1st. Marilyn Butler seconded it. It was approved unanimously. Tad Connors amends motion retroactive to May 1.

Item: Treasurer's Report: Finance Committee

Discussion: Finance Committee Recommendation:

Recommendation to Increase R.V. base wage to step four.

Discussed what to do with the 1.8% COLA increase, how are we going to feather into current salary schedule, or otherwise what to do with it since we don't know what it will cost at this point to move it into salary schedule. Sandy & Marilyn will meet the week of June 6th and then will have a recommendation by the 22nd of June.

Recommendation to pay from Corporate funds the amount of 1962.68. 401k Reconciliation of Prior Year – Standard notified us that we didn't pay what we should have in the amount of \$1962.68 and we are out of that contract year which means it will need to be paid from corporate funds.

Recommendation to pay from Corporate funds in the amount of \$14.26. 401K Employer Contributions/Correction 2015 – this was due to data entry errors being posted to wrong individuals in the amount of \$14.26. Prior year so therefore must be paid from Corporate funds.

Recommendation to accept the December 2015 – March 2016 fiscal reports, Extension of the CT-12 Tax filing and Federal Tax filings.

Item:	December 2015 – March 2016 Fiscal and Credit Card Reports
Discussion:	Matthew presented reports for December 2015 – March 2016. Matthew to follow up on a credit card log a deposit for Country Club in the amount of \$100.00 dated April 1 st for parent night because it mentioned fund raising; and then under Corporate funds a charge of \$119.95 for vehicle fuel and another charge of \$3.70. All grants look good except ECEAP at 18% and OPK 17% as the end of March. This is very low considering they are running about 10% each month. It might be a very tight close with those two grants.
Action:	Tad Connors moved to accept the Fiscal and Credit Card reports as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	CT-12 Oregon Tax Filing - Extension
Discussion:	Extension requested and approved. New due date is October 15, 2016.
Action:	Tad Connors moved to accept the CT-12 Oregon Tax filing extension as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Federal Tax Filing – 990 Extension
Discussion:	Form 8868 application for our November 30, 2015 form 990 approved.
Action:	Tad Connors moved to accept the extension of 990 as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Reimbursement Approval for Late Submission
Discussion:	Need approval to pay the late submission for reimbursement on Mileage/Expenses Reimbursement Request for two staff (CT and GM). CT table to June, need dollar amount.
Action:	Tad Connors moved to approve the mileage reimbursement for GM for January 2016 in the amount of \$42.23 for January expenses. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	2016 Additional Summer Hours Request
Discussion:	Request to have four individuals work additional summer hours to support health, facilities, nutrition, and administration. Total cost of \$7,227.60. Marilyn expressed concern that last year management was asked to identify and prioritize individuals that would need extra summer hours so it could be included in the budget and now we are requesting an additional four that was not included in the budget. Also concern about the additional hours being requested daily.
Action:	Tad Connors moved to approve the additional summer hours for Human Resources and Clerical Lead positions. Marilyn Butler seconded it. It was approved unanimously.
Item:	401k Employer Contributions/Correction – Corporate Funds

Discussion:	401K Employer Contributions/Correction 2015 – this was due to data entry errors being posted to wrong individuals in the amount of \$14.26, Prior year so therefore must be paid from Corporate fund.
Action:	Marilyn Butler moved to approve \$14.26 to be paid from corporate funds for the 401k 2015 contribution corrections as presented. Tad Connors seconded it. It was approved unanimously.
Item:	401k Reconciliation of Prior Year – Corporate Funds
Discussion:	Standard notified us that we didn't pay what we should have in the amount of \$1962.68 and we are out of that contract year which means it will need to be paid from corporate funds.
Action:	Marilyn Butler moved to approve \$1962.68 be paid from corporate funds as presented. Tad Connors seconded it. It was approved unanimously.
Item:	Old Business – Fund Raising
Discussion:	No report.
Item:	Recruitment Committee
Discussion:	No report.
Item:	New Business: Executive Director Resignation - Transition
Discussion:	<p>MCCC and ESD will swap hours for hours. Matthew to track and log on time sheet when working for ESD. Matthew to create contract to for MCCC in order to pay mileage and per diem based on GSA rates</p> <p>ESD will pay expenses for Matthew when he is there, hotel, meals, mileage.</p> <p>MCCC will pay for lodging, meals, mileage when he is here.</p> <p>Matthew last day June 30th.</p> <p>Matthew to make a list of agency deadlines for entire program year by May 23rd.</p> <p>Executive Director position posted in Hood River News, Region X, Head Start Associations, and Indeed. Currently have received one internal application.</p> <p>Deadline: First review of applicants by May 20th.</p>
Action:	Tad Connors made a motion to pay Matthew as a consultant in order to pay lodging, mileage, per diem when he returns to support MCCC. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Thrive By Five Funding Continuation
Discussion:	<p>Funding will end June 30, 2016 which is a reduction in EHS slots. On the upside, the Federal Office of Head Start may have expansion opportunities for EHS, and we could apply for the 18 slots. It seems this would be an easy application to demonstrate need since there have been 18 families being served for 3 years with EHS Home-based services in the two affected communities.</p> <p>We will need to complete SF424 for reduction in those slots which is due by June 24th. Will also be sending request for waiver of \$80,000 for Early Head Start in-kind.</p>
Item:	Transition Policy - Updated
Discussion:	Matthew presented updated policy.

Action:	Tad Connors moved to approve the Transition policy as presented. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	2016 Self-Assessment Component Summaries
Discussion:	Components conducted self-assessment. Identified strengths and recommendations.
Action:	Tad Connors moved to accept the 2016 Self-Assessment Component reports as presented. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	KITS (Kindergarten June Start) Partnership with HRCSD
Discussion:	Program was for a 16 week program, 24 child session, and 12 parent sessions. Kindergarten transition program for children going into Kindergarten. We were going to partner with HRCSD but have decided not to move forward
Item:	Director's Report: March 2016
Discussion:	Report presented.
Action:	Tad Connors moved to accept the March 2016 Director's report as presented. Lisa Roth seconded it. It was approved unanimously
Item:	Adjourn Meeting
Discussion:	Meeting adjourned at 8:21 p.m.
Action:	Tad Connors made a motion to adjourn the meeting at 8:01 p.m. Kim Granville Taylor seconded it. It was approved unanimously.

Next meeting: June 2, 2016