

Mid-Columbia Children’s Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

June 2, 2016

Board Members: Tad Connors
Bud Lacey
Joella Dethman
Kim Granville Taylor
Lisa Roth

Absent: Marilyn Butler (flying back)
Christina Casey
Maria Elena Castro

Guests: Matthew Solomon
Freddy Gonzalez
Karen Mooney
Sandy Brown

Minutes Taken By: Joella Dethman

Item:	Bud Lacey, MCCC Chair, called meeting to order.
Action:	5:43 p.m. meeting called to order, quorum established.
Item:	Additions and Deletions to Agenda
Discussion:	Add Mental Health additional hours.
Action:	Tad Connors moved to approve the agenda as adjusted. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Minutes of May 5, 2016
Discussion:	Minutes presented. Spelling error on page 4 “funding will end” and KITS discussion grammar change on page 5. Update - Freddie moved forward with the Madras lease after receiving board approval and received rent relief reflecting MCCC improvements.
Action:	Tad Connors moved to approve the May 5, 2016 minutes as corrected (only grammar/typo changes). Lisa Roth seconded it. It was approved unanimously.
Item:	Guest Speaker/Training
Discussion:	Karen Mooney on Family Services – Attendance is the goal for 2016-17. The goal for 2015-16 was 85% but was not met. Plan to work on improved parent engagement to improve attendance. Short discussion about reducing the attendance goal from 90% in five years to a more preschool realistic goal. Karen will send board members the national and Oregon attendance rates (if she can find them).
Item:	Fiscal Abila Project – Data Entry, Additional Hours – Ratify email vote
Discussion:	Freddy Gonzalez sent out a request for additional MCCC staff hours to reduce Fiscal Consultant cost.
Action:	Tad Connors moved to ratify the email vote approving the Fiscal Abila Project – Data Entry additional hours. Kim Granville Taylor seconded the motion. Motion passed unanimously.
Item:	NW Communication Invoice

Discussion:	Requesting approval to pay the NW Communication invoice in the amount of \$296.37 dated December 1, 2015. Per fiscal policy, invoice needs approval if past two months. Freddy said this is a very small company and he receives statements only when requested.
Action:	Tad Connor moved to approve the NW Communications invoice for \$296.37. Kim Granville Taylor seconded the motion. Motion passed unanimously.
Item:	OPK One Time Funds Request Application (ratify email)
Discussion:	Replace flooring in classrooms and main entry hallway at Petersburg with an estimated cost of \$15,323. Replace two HVAC units in The Dalles with approximate cost of \$28,285.
Action:	Joella Dethman moved to ratify the email vote to approve the OPK one time funds request application. Tad Connor seconded the motion. Motion passed unanimously.
Item:	Program Correspondence
Discussion:	Vicki Welter/Abila Software Consultant (<i>Discussion in meeting -- Matthew said consultant Susan Crandall made recommendations about fiscal improvements and he started a communication with Vicki Welter. She was in the MCCC main office for 3 days reviewing our system and made recommendations. Freddy and Matthew met with her and developed a Scope of Work. Freddy asked her to separate busy work from her consulting services to reduce costs and negotiated her rate. The Scope of Work with estimated costs was received last week. She was scheduled to be on site this week to start the payroll process but then felt it was too rushed. She is now coming June 20 to address base layer, coding and then the payroll system. End result will be timesheets will be simplified and in language staff can understand. Purchasing categories will be simplified and streamlined – all within the accounting software system. They are also going to unlock some system capability. We are currently using about 30% of our accounting system capacity. Payroll and accounting will be combined – across payroll and accounting so when looking up Freddy we will see hours, pay and purchases by him. Everything will be simpler and management will be able to run their own reports. Vicki Welter will work 85-100 hours at \$125/hr for remote work or \$150/hr for on-site work. No overages will be paid without prior approval from Freddy for the extra hours/expense</i>); Region X – Reason for Frozen Increases for Staff Over the Salary Scale; Notice of Award; HSES Grantee Notice of Award Grant Closeout; FY2016 COLA Funding Guidance Letter; MODA Renewal Planning; MCCC Journal Voucher to Correct Two Draws; OPK One Time Fund Request; Program Instruction-Extended Duration of Services, Continuous Services Supplemental Funds, Application, Eligibility; Consolidated Appropriations Act, Appropriations, Fiscal Year 2016, Funding Increase, COLA
Item:	Human Resources Hiring & Staffing Report
Discussion:	Sandy presented the April 2016 Hiring Report and Job postings. A temp Finance Director is (hopefully) starting Monday through a temp agency at \$85/hr with a 37.5 hrs/wk minimum. Director interviews are Friday, June 3, 9:00-3:30.
Action:	Tad Connors moved to accept the April 2016 Hiring Report and Job postings as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Job Description-Associate Director, Education/Disabilities Manager, Family Services Manager, Transportation Manager, Health/Nutrition/Safety Manager, and Executive Director.
Discussion:	Changes: Reports to and Sanctuary statement. Recommended additional changes: On page 1 under General Position Summary add The

Executive Director acts on behalf of and has the delegated authority to represent the Board of Directors “and Policy Council”. Also on all Manager positions General Position Summaries standardize Quality Standards, HS Standards, etc.

Action: Joella Dethman moved to approve the stated job descriptions as amended. Lisa Roth seconded the motion. It was approved unanimously.

Item: Restructure of Supervision/ MCCC Organizations Chart

Discussion: Sandy presented Short Term and Long Term MCCC Organizational Charts. The changes include adding 15 hours to personnel budget in the Education Component. Joella said decisions should not be approved without actual budget numbers and Finance Committee review. She said we should also review policy about making personnel changes – which should be made during the budgeting process. The 2015-16 Budget included additional funds for the Associate Director to be hired July 1, 2016. It did not include funding for 15 additional hours. Discussion about the importance of including site staff in the discussion about changing site supervision structure mid-year. Center staff cannot be communicated with until August so can't ask them now.

Action: Tad Connor moved to table the Org Chart changes until the July meeting to have more information. Lisa Roth seconded the motion. Motion passed unanimously.

Item: Request for Approval to Change Brokers

Discussion: Sandy said she wants to change brokers. The current broker is not as responsive as needed. Sandy went out for bid and has two recommendations. Board did not receive any information so Sandy gave short overview. Davidson will be no additional cost but will provide additional services.

Action: Tad Connor moved to change the broker to Davidson. Lisa Roth seconded the motion. The motion passed unanimously.

Item: Treasurer's Report: Finance Committee

Discussion: Finance Committee Meeting was attended by Joella Dethman and Matthew Solomon. Their discussion included:

- ECEAP is overspent on the April fiscal report. An error was found during the meeting in the Building and Grounds line item. The March report showed \$900 in YTD (Year-To-Date) expenditures but the April report shows a monthly expenditure of \$40 and a total of \$5,685 (so no documentation for the additional \$4,745 reported YTD spend in this line item). Matthew will discuss this with Susan Crandall during his meeting with her tomorrow.
- The Head Start report was initially sent out wrong. Matthew handed out a corrected copy at the meeting.
- OPK shows all spent but \$37,000 from 2014-15 has not been added to the revenues so will be okay but should be done soon to reflect actual revenues and expenditures. The OPK fiscal year ends June 30.
- Questions answered from the May Board Meeting:
 1. Country Club \$100 expenditure was a credit card deposit for a parent-child event paid from allowable parent funds.
 2. Shell Credit Card expenses were \$3.70 for late fees and \$119.95 finance charges.

Credit Card review:

- Matthew Solomon will check on Susan Crandall consultant Purchase Orders to see if Purchase Orders are generated when invoices are received. Per policy,

Purchase Orders should be approved prior to work being provided and invoices paid against Purchase Orders.

- Matthew Solomon will talk to Susan Crandall consultant about the progress towards the Year End Financial Report (from November 30, 2015). The Finance Committee has not reviewed progress as not presented by consultant. Matthew will report to the board after meeting with consultant June 3, 2016.

Finance Committee recommends approval of April 2016 Fiscal and Credit Card Reports.

The In-Kind Report was not presented to Finance Committee for review (and should be included in the July packet and agenda). Matthew said In-Kind needs to be added to the budget to track in the fiscal software.

Item:	April 2016 Fiscal and Credit Card Reports
Action:	Tad Connors moved to accept the April Fiscal and Credit Card reports as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Employee Transportation reimbursement for \$55.08.
Discussion:	An employee submitted a reimbursement request late. Other outdated requests from the same employee were not paid and not submitted to Board for approval.
Action:	Lisa Roth moved to approve the employee reimbursement. Tad Connor seconded the motion. It passed unanimously.
Item:	Add hours to Mental Health specialist from 10.5 to 11.0 months.
Discussion:	Position advertised as 10.5. Employee was told by a management staff that it was an 11 month position. The additional time will have to be added to the 2016-17 Budget if to be extended to next program year.
Action:	Tad Connor moved to approve the Mental Health Specialist position to 11 months for this fiscal year. Lisa Roth seconded the motion. It passed unanimously.
Item:	Old Business – Fund Raising & Recruitment Committees
Discussion:	No reports.
Item:	2016 Family Service Self-Assessment Component Summary
Discussion:	Other component reports submitted last month.
Action:	Tad Connors moved to accept the 2016 Family Service Self-Assessment summary as presented. Lisa Roth seconded the motion. It was approved unanimously.
Item:	New Business: Program Improvement Plan
Discussion:	Goals/Outcomes need to be added to document.
Action:	Tad Connors made a motion to accept the Program Improvement Plan as presented. Kim Granville Taylor seconded it. It was unanimously NOT approved. It will go back to staff for goals and objectives and be presented to the board at the July meeting.
Item:	2015-16 ECEAP Self-Assessment
Action:	Tad Connors moved to accept the ECEAP Self-Assessment as presented as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Bridges to Health Pathways

Discussion:	Pilot program will provide a half time employee to implement Bridges to Health Pathways program. It is an opportunity to generate additional funds for work currently provided.
Action:	Tad Connors made a motion to proceed with the Bridges to Health Pathways program. Kim Granville Taylor seconded the motion. It was approved unanimously.
Item:	Matthew's Early Use of Leave/Late Use of Leave
Discussion:	Matthew wants to use vacation June 16, 17 & 24 instead of early June (per policy). The policy says you can't use vacation to extend your 2-week notice. Discussion about change in policy but could be detrimental to agency if person gives 2 week notice and then takes their 2 weeks of vacation. Vacation is lost if not used per policy.
Action:	Tad Connors moved to approve Matthew's late use of vacation. Lisa Roth seconded the motion. It was approved unanimously.
Item:	2016-17 Work Plan Schedule
Discussion:	Matthew presented a Work Plan Schedule for the new director. It lists component requirements and due date by month. Matthew also handed out a list titled "Due Dates" and will redo it with dates in the first column with the activity in the second column.
Item:	Executive Director – Check List for Transition
Discussion:	Presented checklist. Very handy for transition.
Item:	Oregon Prekindergarten Grant – Phase 1
	Tad Connors moved to accept the OPK Grant – Phase 1 as presented. Kim Granville Taylor seconded the motion. It was approved unanimously.
Item:	Director's Report: April 2016
Discussion:	Report presented. Discussion about the Strategic Planning Committee Meeting. Tad shared he was impressed with the number of staff present and Lisa commented on how comfortable staff seemed to be to comment. Bud said it was the best one he had attended. It was very crowded and there was too much work to be completed so some work was assigned to committees. Sandy will send out notice about the Parent Job Training Committee meeting. The first duty is to name the committee and program. The meeting may be scheduled for next Friday.
Action:	Tad Connors moved to accept the April 2016 Director's report as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Adjourn Meeting
Discussion:	Meeting adjourned at 8:50 p.m.
Action:	Tad Connors made a motion to adjourn the meeting at 8:50 p.m. Kim Granville Taylor seconded it. It was approved unanimously.

Next meeting: July 7, 2016