

**Mid-Columbia Children’s Council, Inc.**

**Board Meeting**

**Location: 1100 E. Marina Way, Suite 215**

**Hood River, OR 97031**

**September 1, 2016**

**Board Members:** Warren Anderson (PC Rep) Kim Granville Taylor  
Bud Lacey Marilyn Butler  
Lisa Roth

**Absent:** Maria Elena Castro Joella Dethman  
Tad Connors

**Guests:** Sandy Brown Paul Runyon  
Tracy Olmstead

Minutes Taken By: Kathy Martin

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| <b>Community Meeting</b>                            |  |
| <b>Item:</b>  | <b>Bud Lacey, MCCC Chair, called meeting to order.</b>   |
| <b>Action:</b>                                      | 5:37 p.m. meeting called to order, quorum established.   |
| <b>Additions and Deletions to Agenda</b>            |  |
| <b>Discussion:</b>                                  | Add: Audit Report Year Ending November 30, 2015 and 2014 to Treasurer’s Report.  |
| <b>Action:</b>                                      | Warren Anderson moved to approve the agenda as amended. Marilyn Butler seconded it. It was approved unanimously.   |
| <b>Discussion:</b>                                  | Marilyn made a request the agenda to include: Clarification of what we did on the salaries after last meeting. A report back of what we actually did on the salary enhancements of the salary schedule |
| <b>Action:</b>                                      | Marilyn Butler moved to amend the agenda to include clarification of the salary schedule since last meeting. Lisa Roth seconded it. It was approved unanimously.                                       |
| <b>Minutes of August 4 &amp; August 22, 2016</b>    |  |
| <b>Discussion:</b>                                  | Corrections to August 4 <sup>th</sup> noted on page 2 and page 3.  |
| <b>Action:</b>                                      | Kim Granville Taylor moved to approve the August 4 minutes with stated corrections and August 22, 2016 minutes. Marilyn Butler seconded it. It was approved unanimously.                               |
| <b>Guest Speaker/Training</b>                       |  |
| <b>Discussion:</b>                                  | N/A  |
| <b>Program Correspondence</b>                       |  |
| <b>Discussion:</b>                                  | Region X Approval to Hire Susan Crandall as Fiscal Director; DHHS Notice of Award Discretionary Grant Amendment three and four.  |
| <b>Human Resources Hiring &amp; Staffing Report</b> |  |
| <b>Discussion:</b>                                  | Sandy presented the July 2016 Hiring Report and Job postings.  |

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| Action:     | Marilyn Butler moved to accept the July 2016 Hiring Report and Job postings as presented. Kim Granville Taylor seconded it. It was approved unanimously.  |
| Item:       | <b>Treasurer's Report: Finance Committee</b>  |
| Discussion: | No Finance Committee Report.<br>Paul reported that Susan will be working on the June and July 2016 financial reports.   |
| Item:       | <b>Audit Report – Year Ending November 30, 2015 and 2014</b>  |
| Discussion: | Ratify email vote.  |
| Action:     | Marilyn Butler moved to ratify the Audit Report Year Ending November 30, 2015 and 2014 as presented. Kim Granville Taylor seconded it. It was approved unanimously.   |
| Item:       | <b>Salary Schedule Status</b>   |
| Discussion: | Marilyn Butler reported that in August when the committee met, the objective was to get staff up to 90%, acknowledge education levels and get everyone on new salary schedule. They were only able to obtain last two due to the cost. Committee will continue to work on getting staff up to 90% but it was just a clarification to what we were hoping to do in the August meeting and the reality. |
| Item:       | <b>Old Business – Fund Raising &amp; Recruitment Committees</b>   |
| Discussion: | Fund Raising: No report.<br>Recruitment: Board application packet sent to Tracy Olmstead.<br>Bud will follow up with Rachel Ruggeri.  |
| Item:       | <b>HS/EHS Continuation Grant – Budget Narrative</b>   |
| Discussion: | Ratify email vote.  |
| Action:     | Marilyn Butler moved to ratify the HS/EHS Continuation Grant Budget Narrative as presented. Kim Granville Taylor seconded it. It was approved unanimously.  |
| Item:       | <b>OPK Grant – Phase 2</b>  |
| Discussion: | Ratify email vote.  |
| Action:     | Marilyn Butler moved to ratify the email vote to approve the OPK Grant Phase 2 as presented. Kim Granville Taylor seconded it. It was approved unanimously.   |
| Item:       | <b>New Business: Board Elections - October</b>  |
| Discussion: | Bud reminded everyone that elections take place next month.<br>Kim and Bud are up for their three year term and they will be up for renewal.  |
| Item:       | <b>By-Laws Annual Review</b>  |
| Discussion: | Kathy to mail out Word doc, please track changes and reply to ALL.<br>Paul will also review and give input along with others. Paul will review Governance section in the new Performance Standards to see if any changes.   |
| Item:       | <b>Policy Council Orientation Invite – Mark Your Calendars</b>  |
| Discussion: | Scheduled for October 22 from 9:00 – 1:00 p.m. at The Dalles center.  |
| Item:       | <b>Director's Report: July 2016</b>   |

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**Discussion:**

Status on In-kind finding: Paul explained at the pre-service meeting the importance of why we fill out the form correctly. We will be talking internally to see how we can improve the process. Susan will be looking at systems and forms.

Paul acknowledged everyone that worked so hard to ensure that our grants were completed on time (Susan, Freddy, Kathy, Warren, Joel). Everyone did a great job.

Looking forward to starting budget process in February and March time frame so we actually have a preliminary budget when we get to the Application time frame next year. Mechanisms will be in place to build the application process.

Final ruling on the new Performance Standards was released today. Management will be reviewing 110 page document. Paul listened to the Office of Head Start webinar today.

**Action:** Marilyn Butler moved to accept the July 2016 Director's report as presented. Kim Granville Taylor seconded it. It was approved unanimously.

**Item:** **New Board Member**

**Action:** Kim Granville Taylor moved to accept Tracy Olmstead as a new Board member. Lisa Roth seconded it. It was approved unanimously.

**Item:** **Adjourn Meeting**

**Action:** Kim Granville Taylor made a motion to adjourn the meeting at 6:22 p.m. Lisa Roth seconded it. It was approved unanimously.

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**Next meeting: October 6, 2016**