

Mid-Columbia Children's Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

October 6, 2016

Board Members: Warren Anderson (PC Chair) Joella Dethman
Bud Lacey Marilyn Butler (phone in)
Lisa Roth Tracy Olmstead

Absent: Maria Elena Castro Kim Granville Taylor
Tad Connors

Guests: Sandy Brown Paul Runyon

Minutes Taken By: Kathy Martin

Community Meeting

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: Add: Board Absenteeism to Old Business, after Paul's goals under New business add Paul's 90 day evaluation.

Action: Joella Dethman moved to approve the agenda as amended. Warren Anderson seconded it. It was approved unanimously.

Item: Minutes of September 1, 2016

Discussion: No changes

Action: Joella Dethman moved to approve the September 1, 2016 minutes presented. Marilyn Butler seconded it. It was approved unanimously.

Item: Guest Speaker/Training

Discussion: N/A

Item: Program Correspondence

Discussion: Summary of Paul's T&TA Consultation Visit on September 8th, 2015-16 MCCC Monitoring Visit Summary from ECEAP in February 2016, Program Instruction: Head Start Performance Standards; HSPPS: Revision; Finale Rule; Regulations, Notice of Award Discretionary Grant. DHS Contract Reinstated.

Item: Human Resources Hiring & Staffing Report

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

Action: Joella Dethman moved to accept the August 2016 Hiring Report and Job postings as presented. Lisa Roth seconded it. It was approved unanimously.

Item: Exception Request for Restructure Policy and Approval

Discussion:	Sandy requesting a restructure of the Fiscal Department at this time by changing the Fiscal Assistant-Payroll to Payroll and Benefits Coordinator at grade 20. This position will assist Fiscal Officer with assigned duties. Position will be posted internally for three days.
Action:	Joella Dethman moved to approve the exception to policy as presented. Lisa Roth seconded it. It was approved unanimously. Amend motion to include internally posting of 3 days.
Item:	Fiscal Assistant Job Description
Discussion:	Change due to fiscal restructure.
Action:	Joella Dethman moved to approve the Fiscal Assistant job description as presented. Marilyn Butler seconded it. It was approved unanimously.
Item:	Payroll and Benefits Coordinator Job Description
Discussion:	Created due to restructure of fiscal department.
Action:	Joella Dethman moved to approve the Payroll and Benefits Coordinator job description as presented. Marilyn Butler seconded it. It was approved unanimously.
Item:	Treasurer's Report: Draft 990 – reviewing all reports and credit card on Nov 1, 1:00
Discussion:	Fiscal Committee will meet on November 1 from 1:00 – 3:00 p.m. to review all fiscal, credit card and in-kind reports. Approval of draft 990 for submission. Due on October 15, 2016.
Action:	Joella Dethman moved to approve the 990 draft as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	Duration Grant - Revised
Discussion:	Received letter from Office of Head Start stating they received more requests than available funding. Goal was to send duration grants back to those grantees over \$300,000 requesting they reduce their request by 33% and resubmit. We had to reduce ours by \$113,000. Originally three sites were included in original grant, The Dalles, Madras and Parkdale. In discussing the needs and prioritizes decided to resubmit for Parkdale and Madras. Due on October 15 th .
Action:	Joella Dethman moved to approve the revised Duration Grant as presented. Warren Anderson seconded it. It was approved unanimously.
Item:	Old Business – Fund Raising & Recruitment Committees
Discussion:	Fund Raising: No report. Recruitment: No report.
Item:	Board Absenteeism
Discussion:	Currently we have a Board member that has attended four out of eighteen meetings. After two unapproved absences, letter is to be written to member regarding absenteeism and termination. Joella Dethman will email member and cc Bud and Paul. Board absenteeism and termination will be added to November agenda.
Item:	New Business: Board Elections
Discussion:	Renewal of three year term: Bud Lacey & Kim Granville Taylor.
Action:	Lisa Roth made a motion to re-appointment Bud and Kim to another three year term.

Tracy Olmstead seconded it. It was approved unanimously.

Item: Board Elections - Officers

Action: Joella Dethman moved to nominate the current officers to another term. Lisa Roth seconded it. It was approved unanimously.

Marilyn Butler: Treasurer

Tad Connors: Vice-Chair

Joella Dethman: Secretary

Bud Lacey: Board Chair

Item: By-Laws Annual Review

Discussion: Recommendation: Schedule a by-law committee to review requirements and new performance standards. Bring recommendations to November's meeting.
Joella, Tracy and Paul: Wednesday, October 26th @ 8:30 – 10:30 a.m.

Item: Annual Policy Acknowledgement

Discussion: Code of Conduct and Conflict of Interest. Members to acknowledgement and sign policies.

Item: Paul's Goals/Objectives

Discussion: Have continuing conversations setting goals as identified. Meet community partners, visiting sites, meeting staff, set up future site tours, include Board members, regional training, stabilize agency,

Action:

Item: Paul's 90 day evaluation

Discussion: Review position profile for Executive Director.

- initial expectations under the position
- working knowledge of position
- fiduciary responsibilities
- is it a good fit
- governance
- how do you feel these areas are being met
- addressing areas of needs
- would like a list from Paul identifying areas that we need to focus on
- meet communities partners, extra effort in Jefferson county

Item: Director's Report: August 2016

Discussion: Paul is proposing to Board that next month he will have a written report inclusive up to October.

Action: Joella Dethman moved to accept the August 2016 Director's report as presented. Marilyn Butler seconded it. It was approved unanimously.

Item: Adjourn Meeting

Action: Joella Dethman made a motion to adjourn the meeting at 7:28 p.m. Warren Anderson seconded it. It was approved unanimously.

Next meeting: November 3, 2016