

# Mid-Columbia Children's Council, Inc.

## Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

December 1, 2016

**Board Members:** Warren Anderson (PC Chair) Joella Dethman  
Bud Lacey Marilyn Butler  
Kim Granville Taylor Tad Connors  
Tracy Olmstead

**Absent:** Lisa Roth

**Guests:** Sandy Brown Paul Runyon  
Doreen Hotchkiss Julia Garcia Ramirez

Minutes Taken By: Kathy Martin

Item:	<b>Bud Lacey, MCCC Chair, called meeting to order.</b>
Action:	5:30 p.m. meeting called to order, quorum established.
Item:	<b>Additions and Deletions to Agenda</b>
Discussion:	Add closed session to follow Director's report.
Action:	Warren Anderson moved to approve the agenda as amended. Joella Dethman seconded it. It was approved unanimously.
Item:	<b>Community Check In – All participated</b>
Item:	<b>Minutes of November 3, 2016</b>
Discussion:	No changes.
Action:	Marilyn Butler moved to approve the November 3, 2016 minutes as presented. Joella Dethman seconded it. It was approved unanimously.
Item:	<b>Guest Speaker/Training – ERSEA Training</b>
Discussion:	Julia Garcia Ramirez presented overview.
Item:	<b>Organization Readiness Reflection/Equity Survey</b>
Action:	Required by the State of Oregon to complete an assessment and have a plan in place to strengthen equity within our program. Presented survey to staff to gather information. <ul style="list-style-type: none"><li>• complete an organizational self-assessment related to racial equity</li><li>• complete an assessment summary document with identified domains for growth within our agency</li><li>• complete structural racism trainings</li><li>• complete demographic and equity data analysis</li><li>• develop a written action plan that will address the identified 3-4 domains into our work and strategic plan</li><li>• this will be part of MCCC's year 2 work plan</li></ul>
Item:	<b>Program Correspondence</b>

Discussion: Received Notice of Award (partial) for FY2017 HS/EHS Non-Competitive Continuation and approval for the non-federal share waiver due to the loss of Thrive by Five; Oregon 2017 Renewal Agreement; Notice of Award Discretionary Grant.

Paul asked for a motion to move Correspondences to follow the Director's report.

Action: Tad Connors moved to approve that Correspondences follow the Director's Report. Marilyn Butler seconded it. It was approved unanimously.

**Item: Human Resources Hiring & Staffing Report**

Discussion: Sandy shared and distributed the October 2016 Hiring Report and Job postings. Sandy also shared November's report.

Action: Joella Dethman moved to accept the October 2016 Hiring Report and Job postings as presented. Marilyn Butler seconded it. It was approved unanimously.

**Item: Job Descriptions – Exempt to Non Exempt**

Discussion: Due to the Department of Labor regulations implementing the exemption from minimum wage and overtime pay for executive, administrative, professional, outside sales, and computer employees was effective December 1, 2016 however, it has been postponed to June 2017. This affected the following job descriptions.

Area Manager, Information System/Facilities Manager, Mental Health Specialist, Center Coordinator, Center Coordinator/Home Visitor, Head Teacher.

Board requested that a motion be made to remove Sanctuary from all job descriptions and not be brought back to Board for approval.

Action: Marilyn Butler made a motion to remove Sanctuary from all job description and not have them brought back to Board for approval. Tad Connors seconded it. It was approved unanimously.

Joella Dethman moved to approve the below job descriptions as presented with reporting to their component managers, add non-exempt and wait for everything else to be approved after management's review of all positions. Tad Connors seconded it. It was approved unanimously.

Area Manager  
Information System/Facilities Manager  
Mental Health Specialist  
Center Coordinator  
Center Coordinator/Home Visitor  
Head Teacher

**Item: Treasurer's Report:**

Discussion: Reviewed financial reports and Fiscal Committee recommends the approval of: October 2016 Credit Card and In-kind reports.  
August and September 2016 Financial Reports.

- Need to make some formula corrections to report (YTD percentages)
- Considering going to bi-weekly payroll
- Staff developing process for ensuring timely drawdowns

- Postponing implementation of calendar year cycle for health insurance
- Approximate cost to implement new minimum wage for Washington and implementing agency wide is \$20,000

Action: Tad Connors moved to approve the October 2016 Credit Card, In-kind reports and August and September financial reports as presented. Kim Granville Taylor seconded it. It was approved unanimously.

Item: **Old Business – Fund Raising & Recruitment Committees**

Discussion: Fund Raising: No report.  
Recruitment: No report.

Item: **Policy Council By-Laws –Ratify Email**

Discussion: Ratify email vote.

Action: Joella Dethman moved to ratify the email vote of the Policy Council By-Law as presented. Tad Connors seconded it. It was approved unanimously.

Item: **Director’s Report: October 2016**

Discussion: Paul presented reports.

Bridges to Pathways: Paul to continue discussion so that MCCC costs would be covered at 100%.

Action: Kim Granville Taylor moved to accept the October/November 2016 Director’s report as presented. Marilyn Butler seconded it. It was approved unanimously.

Item: **Closed Session**

Action: Tad Connors made a motion to go into closed session at 6:55 p.m. Marilyn Butler seconded it. It was approved unanimously.

Item: **Executive Director 90–Day Evaluation**

Discussion: Reviewed Executive Director activities the first 90 days and developed a list of priorities for the next 90 days.

Action: Tad Connors made a motion to go back into regular session and adjourn the meeting at 9:08 p.m. Marilyn Butler seconded it. It was approved unanimously.

Item: **Adjourn Meeting**

**Next meeting: January 5, 2017**