

# Mid-Columbia Children's Council, Inc.

## Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

February 21, 2017

**Board Members:** Warren Anderson (PC Chair) Joella Dethman  
Bud Lacey Lisa Roth  
Kim Granville Taylor Tad Connors

**Absent:** Marilyn Butler Tracy Olmstead

**Guests:** Kerry Osbourn Paul Runyon  
Doreen Hotchkiss

Minutes Taken By: Kathy Martin

Item:	<b>Bud Lacey, MCCC Chair, called meeting to order.</b>
Item:	<b>Community Check In – All participated</b>
Action:	5:30 p.m. meeting called to order, quorum established.
Item:	<b>Additions and Deletions to Agenda</b>
Discussion:	Add Parkdale Incident to Old Business.
Action:	Joella Dethman moved to approve the agenda as amended. Tad Connors seconded it. It was approved unanimously.
Item:	<b>Minutes of December 1, 2016</b>
Discussion:	No changes.
Action:	Joella Dethman moved to approve the December 1, 2016 minutes as presented. Kim Granville Taylor. It was approved unanimously.
Item:	<b>Guest Speaker/Training – Eligibility &amp; Selection Criteria for Enrollment Policy</b>
Discussion:	Ratify email votes.
Action:	Joella Dethman moved to approve the ratification of the Eligibility & Selection Criteria for Enrollment policy as presented. Tad Connors seconded it. It was approved unanimously.
Item:	<b>Child Nutrition Policy (move up before eligibility policy)</b>
Discussion:	Kerry presented changes to policy.
Action:	Lisa Roth moved to approve the Child Nutrition policy as presented. Tad Connors seconded it. It was approved unanimously.
Item:	<b>Human Resources Hiring &amp; Staffing Report</b>
Discussion:	Paul shared and distributed the November and December 2016 Hiring Report and Job postings.

Action:	Board liked the new format for the Hiring report. Very informational and easy to read. Joella Dethman moved to accept the November and December 2016 Hiring Report and Job postings as presented. Tad Connors seconded it. It was approved unanimously.
Item:	<b>Treasurer's Report:</b>
Discussion:	<p>Reviewed financial reports and Fiscal Committee recommends the approval of the October 2016 Financial Reports, Credit Card and In-kind reports.</p> <p>The Committee recommends the approval of the November and December Credit Card and In-kind reports.</p> <p>Committee requests monthly fiscal narrative regarding status of budget, unusual fiscal transactions, other important fiscal information or activity status.</p> <p>Board is awaiting November 2016 year end closing report and information on final agency status.</p>
Action:	Tad Connors moved to accept the October 2016 Financial, November and December Credit Card and In-kind reports as presented. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	<b>Old Business – Fund Raising &amp; Recruitment Committees</b>
Discussion:	<p>Fund Raising: No report.</p> <p>Recruitment: No report.</p>
Item:	Parkdale Incident
Discussion:	Reviewed incident at Parkdale site. Staff followed proper protocol and reported incident to Central Office immediately. Incident was reported to Region X and Child Care Licensing as required. Region X expressed appreciation on how handled, for the quick response and considers this incident properly resolved and closed.
Item:	<b>New Business: Performance Standard Implementation Plan – Ratify Email</b>
Discussion:	<p>Plan created in order to comply with new Performance Standards.</p> <p>Board would like plan to include responsible party for each goal.</p> <p>In the future would like overview of the new Performance Standards from each component when they attend Board meeting.</p>
Action:	<p>Tad Connors moved to ratify the Performance Standard Implementation Plan as presented. Joella Dethman seconded it. It was approved unanimously.</p> <p>Tad Connors moved to modify plan to show responsible party. Lisa Roth seconded it. It was approved unanimously.</p>
Item:	Director's Report
Discussion:	<p>Paul presented reports.</p> <p>New Performance Standards</p> <ul style="list-style-type: none"> <li>• Policies and Procedures need to be updated per new Performance Standards.</li> <li>• Policies should at reviewed annually.</li> <li>• Majority of policies are Human Resources.</li> <li>• Consolidate into one personnel manual and reviewed annually.</li> <li>• Continue to keep policies and procedures together or separate.</li> <li>• Problem is sometimes procedure has more policy than procedure.</li> </ul>

- Procedures are living documents that staff need to modify continuously.
- Publish on website.
- Come up with different concepts to present policies to Board for review and approval.

Action: Tad Connors moved to accept the November and December 2016 Director's report as presented. Lisa Roth seconded it. It was approved unanimously.

Item: **Program Correspondence**

Discussion: Received: NHSA Washington Update, Fiscal Year 2017; DHHS Federal Register Alert on Assistance to States for the Education of Children with Disabilities, Preschool Grants for Disabilities, Preschool Grants for Child with Disabilities; MCCC Racial Equity Self-Assessment; NOA Duration Grant; Program Instruction: Background Check, Head Start Program Performance Standards, HSPPS, Compliance Table; NHSA Talking Points; Overtime Rule Delay, Federal Spending Bill, and Charitable Deductions; NHSA Invite Head Start in the New World Order; Program Instructions: Administrative Requirements, Cost Principles, Audit Requirement; Danya International ERSEA Monitoring Review Notification Week of February 27, 2017.

Item: **Adjourn Meeting**

Action: Joella Dethman moved to adjourn the meeting at 6:42 p.m. Kim Granville Taylor seconded it. It was approved unanimously.

**Next meeting: April 6, 2017**