

# Mid-Columbia Children's Council, Inc.

## Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

April 6, 2017

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

**Absent:** Tad Connors Joella Dethman

**Guests:** Freddy Gonzalez Paul Runyon  
Sandy Brown Kari Goudge

Minutes Taken By: Kathy Martin

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### **Bud Lacey, MCCC Chair, called meeting to order.**

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Action: 5:32 p.m. meeting called to order, quorum established.

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### **Item: Additions and Deletions to Agenda**

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Discussion: Add Old Business: IT Outsourcing to follow Child Abuse & Neglect training.  
Add New Business: Reschedule June Board meeting.

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Action: Marilyn Butler moved to approve the agenda as amended. Lisa Roth seconded it. It was approved unanimously.

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### **Item: Minutes of February 21, 2017**

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Discussion: No changes.

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Action: Warren Anderson moved to approve the February 21, 2017 minutes as presented. Lisa Roth seconded it. It was approved unanimously.

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### **Item: Introductions and Community Meeting**

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### **Item: Guest Speaker/Training – Child Abuse & Neglect Training Video**

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Discussion: Presenter: Mental Health Specialist Kari Goudge.

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### **Item: Outsourcing of IT**

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Discussion: Fiscal Committee reviewed three proposals and based on the information presented and Freddy's recommendation the Committee recommends Class Five.

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Action: Marilyn Butler made a motion to approve the outsourcing of IT to Class Five and begin final negotiations with selected vendor and present final contract to Board for approval. Kim Granville Taylor seconded it. It was approved unanimously

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

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Discussion: Staffing and personnel reports were presented.

Suggested ideas for recognition of new staff: post a picture and brief bio on new staff at centers

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	Suggested ideas for recognition of staff longevity: gift cards for each level, recognize staff in quarterly newsletter.
Action:	Marilyn Butler moved to accept the Personnel and Hiring Report as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	<b>Job Descriptions: Human Resource Assistant</b>
Discussion:	Updated job description presented.
Action:	Marilyn Butler moved to approve the Human Resource Assistant job descriptions with the deletion of “document in-kind activities, services, and/or goods” statement on page two. Lisa Roth seconded it. It was approved unanimously
Item:	<b>Job Descriptions: Bus Driver, Bus Monitor, Family Health Advocate, Teacher Assistant (ratify email vote)</b>
Discussion:	Ratify email votes.
Action:	Kim Granville Taylor moved to ratify the Bus Driver, Bus Monitor, Family Health Advocate, Teacher Assistant job descriptions as presented. Warren Anderson seconded it. It was approved unanimously
Item:	<b>Treasurer’s Report:</b>
Discussion:	Two Finance Committee meetings held since the last Board meeting. Marilyn gave overview of both meetings.  The Committee recommends tabling the November FYE and December 2016 Financial Reports. The HS-EHS FY2015-2016 final report is due by April 30 <sup>th</sup> and the November FYE 2016 is projected to be completed by April 30 <sup>th</sup> .  The Committee recommends approval of the January and February Credit Card and In-kind and parent fund reports as presented.
Action:	Marilyn Butler moved to approve the January and February 2017 Credit Card and In-kind and parent fund reports as presented. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	<b>Payroll Policy – Change to Biweekly Pay Periods (ratify email vote)</b>
Discussion:	Ratify email votes.
Action:	Kim Granville Taylor moved to ratify the change to biweekly pay periods as presented. Lisa Roth seconded it. It was approved unanimously
Item:	<b>Old Business – Fund Raising &amp; Recruitment Committees</b>
Discussion:	Fund Raising: Lisa Roth shared information on Plays for Non Profits. Lisa will share flyer at next meeting. MCCC will receive a small proceed from event.  Recruitment: No report.
Item:	<b>Bridges to Pathways Program (ratify email vote)</b>
Discussion:	Ratify email vote.
Action:	Marilyn Butler moved to ratify the Bridges to Pathways Program as presented. Lisa Roth seconded it. It was approved unanimously
Item:	<b>Central Office Additional Office Space (ratify email vote)</b>
Discussion:	Ratify email vote.

Action:	Lisa Roth moved to ratify the Central Office Additional Space as presented. Tracy Olmstead seconded it. It was approved unanimously
Item:	<b>Reschedule June Board Meeting</b>
Discussion:	Bud will send out doddle poll.
Item:	<b>Director's Report</b>
Discussion:	Paul presented reports.  New Performance Standards training: Paul can schedule Sandy Nelson to conduct a brief overview of the new standards. Paul to reach out and see if Sandy is available for July 6 <sup>th</sup> meeting.
Action:	Kim Granville Taylor moved to accept the Director's report as presented. Lisa Roth seconded it. It was approved unanimously.
Item:	<b>Program Correspondence</b>
Discussion:	NHSA Political Ad; NHSA Ask Your Representative to Sign the Jenkins/Clark letter; NHSA in Action: Budget Facts Clarified and More; NHSA Celebration National Reading Month; NHSA Weekly Media Digest; WASA The Basics-Skinny Budget; WASA Immigration Rights Resources; DHHS Notice of Award; Office of Head Start ERSEA Overview and Findings; Oregon Early Learning Division-Kindergarten Assessment Results Remains Stable; MCCC Board Invite to Self-Assessment.
Item:	<b>Adjourn Meeting</b>
Action:	Kim Granville Taylor moved to adjourn the meeting at 7:37 p.m. It was approved unanimously.

**Next meeting: May 4, 2017**