

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

**Board Meeting**

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

**Hood River, OR 97031**

**May 4, 2017**

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

**Absent:** Lisa Roth Tracy Olmstead  
Tad Connors

**Guests:** Freddy Gonzalez Paul Runyon  
Sandy Brown Doreen Hotchkiss  
Becca Sanders (prospective member)

Minutes Taken By: Joella Dethman

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

Action: 5:34 p.m. meeting called to order, quorum established.

**Item: Additions and Deletions to Agenda**

Discussion: No changes.

Action: Kim Granville Taylor moved to approve the agenda as presented. Warren Anderson seconded it. It was approved unanimously.

**Item: Minutes of April 6, 2017**

Discussion: No changes.

Action: Marilyn Butler moved to approve the April 6, 2017 minutes as presented. Warren Anderson seconded it. It was approved unanimously.

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

Discussion: Staffing and personnel reports were presented. Staff anniversaries will be celebrated at All Staff meetings – probably two times per year and included in a quarterly employee newsletter.

Action: Marilyn Butler moved to accept the Personnel Report as presented. Kim Granville Taylor seconded it. It was approved unanimously.

Action: Marilyn Butler moved to accept the Hiring Report as presented. Kim Granville Taylor seconded it. It was approved unanimously.

**Item: Job Description: Finance Director**

Discussion: Updated job description presented.

Action: Marilyn Butler moved to approve the Finance Director job descriptions as changed: under Job Scope change Fiscal Director to Finance Director and move all Secondary Functions to Essential Functions/Major Responsibilities. Kim Granville Taylor seconded it. It was approved unanimously. (Page 4, third bullet – such “as” database – correction needed.)

<b>Item:</b>	<b>Treasurer's Report:</b>
Discussion:	<p>Marilyn Butler reported the Finance Committee did not meet. No recommendations for approval at this time until financial reports have been received and reviewed by committee members. The Finance Director position is being advertised. A temporary Senior Accountant is coming on board May 22 from Robert Half (agency). Susan is directed to provide Year End closeout financials and December and January reports by Wednesday in time for the Budget Meeting May 10. Annual reports were turned in on time. Other reports have not been completed in a timely manner. Susan will stay on board until a new Finance Director is hired and is willing to do some consulting after for training and support. One applicant has been received after two weeks of the job posting. The only applicant has 10 years of non-profit experience and a master's degree in accounting. Paul presented information from Robert Half and Waldron to assist MCCC with hiring the Finance Director and finding more qualified applicants. Fees range from 22.5-33% (of annual salary at the step the new hire is hired at -- \$16,000-\$23,000). We only pay Robert Half if we hire one of their applicants. Waldron is paid fees and will go back out and find a candidate if we don't hire one of their candidates.</p> <p>Paul suggested trying Robert Half first and if we don't get candidates from them to work with Waldron. Marilyn suggested having a time limit for getting applicants back to the board before working with Waldron. If needed, we can contract with Waldron for additional services.</p>
Action:	The March November FYE, December 2016 Financial Reports, Credit Card, In-kind and parent fund reports were not presented for approval.
Action:	Marilyn Butler moved to use Robert Half for no more than 30 days and then if unsuccessful to review our options. Kim Granville Taylor seconded. Motion passed unanimously.
<b>Item:</b>	<b>Old Business – Fund Raising &amp; Recruitment Committees</b>
Discussion:	<p>Fund Raising: No report.</p> <p>Recruitment: Becca Sanders is considering MCCC Board membership and submitted an application. She lives in Hood River and is a consultant providing evaluation services for grants across the country. Before completing her thesis, she worked for CASA, Klahre House (at The Next Door, Inc), and Mid-Columbia Center for Living. She has a husband and 5<sup>th</sup> grade son.</p>
<b>Item:</b>	<b>New Business: Program Policies</b>
Discussion:	Policies presented for approval: Two Week Postpartum In-Home Visit, Services to Enrolled Pregnant Women, Food Allergy, Vehicle Operation, Motor Vehicle Accident Reporting, Safety Education, Drug Testing, Trip Routing, Bus Driver & Bus Monitor Qualifications & Training, Child Restraint Systems, Vehicles. -- All policies considered individually below. Board approval is not required for procedures. Some suggestions were made and noted.
<b>Item:</b>	<b>Two Week Post-partum In-Home Visit Policy</b>
Action:	Marilyn Butler moved to approve the Two Week Post-partum In-Home Visit Policy. Kim Granville Taylor seconded it. It was approved unanimously.
Discussion:	Two Week Postpartum In-Home Visit Procedure – no board approval required – some changes noted on hard copy.

Item:	Services to Enrolled Pregnant Women Policy (new)
Action:	Marilyn Butler moved to approve the Services to Enrolled Pregnant Women Policy. Kim Granville Taylor seconded it. It was approved unanimously.
Discussion:	Services to Enrolled Pregnant Women Procedure – no board approval required
Item:	Food Allergy Policy [keep word Policy]
Action:	Marilyn Butler moved to approve the Food Allergy Policy. Kim Granville Taylor seconded it. It was approved unanimously.
Discussion:	Food Allergy Procedure – no board approval required – suggestions made on hard copy to refer to staff.
Item:	Vehicle Operation Policy – change to “Transportation of Children Policy”
Action:	Marilyn Butler moved to approve the Transportation of Children Policy. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Motor Vehicle Accident Reporting Policy
Action:	Marilyn Butler moved to approve the Motor Vehicle Accident Reporting Policy. Kim Granville Taylor seconded it. It was approved unanimously.
Discussion:	Motor Vehicle Accident Reporting Procedure – Velda made some changes that Freddy put on the overhead for the board to review. Other suggestions marked on hard copy.
Item:	Safety Education Policy (take out of bold caps)
Action:	Marilyn Butler moved to approve the Safety Education Policy. Kim Granville Taylor seconded it. It was approved unanimously.
Discussion:	Safety Education Procedure - no suggestions noted.
Item:	Drug Testing Policy
Action:	Kim Granville Taylor moved to approve the Drug Testing Policy. Marilyn Butler seconded it. It was approved unanimously.
Discussion:	Drug Testing Procedure - Discussion about requiring drug testing for every driving incident. Decision to have the driver drug tested can be made by the Transportation Manager. Marilyn said procedures for drug testing program should be included in the Procedure – saying Transportation Manager will ensure that all bus drivers are enrolled in a drug testing program.
Item:	Trip Routing Policy
Action:	Kim Granville Taylor moved to approve the Trip Routing Policy. Marilyn Butler seconded it. It was approved unanimously.
Discussion:	Trip Routing Procedure - Makeup days recommended spelling change noted on hard copy.
Item:	Bus Driver & Bus Monitor Qualifications and Training Policy – Freddy presented a revised policy on the overhead
Action:	Kim Granville Taylor moved to approve the Bus Driver & Bus Monitor Qualifications and Training Policy with the following change “School Bus Drivers must have all required bus driver trainings to qualify for the position”. Marilyn Butler seconded it. It was approved unanimously.

Discussion:	Procedure – one spelling change noted on hard copy.
Item:	Child Restraint Systems Policy
Action:	Kim Granville Taylor moved to approve the Child Restraint Systems Policy. Marilyn Butler seconded it. It was approved unanimously.
Discussion:	Child Restraint Systems Procedure – one typo noted on hard copy.
Item:	Vehicles Policy
Action:	Kim Granville Taylor moved to approve the Vehicles Policy with the change of combining the two sentences with “and”. Marilyn Butler seconded it. It was approved unanimously.
Discussion:	Vehicles Procedure – several changes noted on hard copy.
Item:	<b>Director’s Report</b>
Discussion:	Paul presented reports. This week Congress passed an \$85M increase for HS and EHS to cover Cost of Living Adjustments (COLAs).
Action:	Kim Granville Taylor moved to accept the Director’s report as presented. Marilyn Butler seconded it. It was approved unanimously.
Item:	Becca Sanders MCCC Board member application.
Action:	Kim Granville Taylor moved to approve Becca Sanders’ application for MCCCCF Board membership. Warren Anderson seconded it. It was approved unanimously.
Item:	<b>Adjourn Meeting</b>
Action:	Kim Granville Taylor moved to adjourn the meeting at 8:21 p.m. Warren Anderson seconded it. It was approved unanimously.

**Next meeting: June 6, 2017 (NOTE THIS IS A CHANGE IN THE MEETING DATE)**

Note: Kim Granville Taylor shared pictures of her first grandchild after the meeting. Congratulations.