

Mid-Columbia Children's Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215
Hood River, OR 97031

July 6, 2017

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

Absent: Tracy Olmstead Lisa Roth
Becca Sanders

Guests: Doreen Hotchkiss Paul Runyon
Sandy Nelson (Guest Speaker)

Minutes Taken By: Joella Dethman

Bud Lacey, MCCC Chair, called meeting to order.

Action: 5:30 p.m. meeting called to order, quorum established.

Item: Additions and Deletions to Agenda

Discussion: One Change – add Insurance Renewal under Treasurer's Report.

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

Item: Minutes of June 6, 2017

Discussion: No changes.

Action: Warren Anderson moved to approve the June 6, 2017 minutes as presented. Kim Granville Taylor seconded it. It was approved unanimously.

Item: Guest Speaker – Sandy Nelson, Grantee Specialist, Region 10 OHS TTA Network

Discussion: Review of New Performance Standards.

- Focus on outcomes (not process/plans)
- Eliminate Head Start specific requirements where other government or HHS procedures exist
- Giving Grantees MORE flexibility
- Reducing prior regulations by over 30%

Item: Human Resources Hiring & Personnel Report

Discussion: Staffing and personnel reports were presented.

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

Item: Mental Health Specialist Job Description (ratify email)

Discussion: Updated job description presented.

Action: Tad Connor moved to ratify the Mental Health Specialist job description as presented. Kim Granville Taylor seconded it. It was approved unanimously.

Item:	Treasurer's Report:
Discussion:	<p>Finance Committee recommends approval of May 2017 in-kind and credit card reports. There are no Fiscal Reports at this time. The Finance Committee will meet July 20, 3:30 to review Fiscal Reports. The acting fiscal manager has been busy with the audit.</p> <p>The auditors completed field work. They are now working on finalizing the report. Paul is not expecting any serious findings.</p> <p>MCCC is currently using two Robert-Half contract employees. Finance Committee recommends increasing contract to \$75,000 (from \$50,000) for continued contract finance manager support until the end of August.</p> <p>The Finance Committee recommends Option 3 – renewal of the same medical benefits and changing dental, life and ADD provider to Standard and changing COBRA Administrator to CMS. The recommendation includes renewing for 4 months, September 1 – December 31, 2017 and then renewing for 12 months at a 2%-4% increase. This will put health insurance on a calendar year.</p>
Action:	Marilyn Butler moved to approve May credit cards reports as presented. Tad Connor seconded it. Motion was approved unanimously.
Action:	Marilyn Butler moved to approve the May In-kind reports as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.
Action:	Tad Connor moved to increase the Fiscal Consultant contract from \$50,000 to \$75,000. Kim Granville Taylor seconded it. Motion was approved unanimously.
Action:	Marilyn Butler moved to approve Option 3 of the Health Benefits proposal for 16 months as recommended by the Finance Committee. Tad Connor seconded it. Motion was approved unanimously.
Item:	Old Business – Fund Raising & Recruitment Committees
Discussion:	<p>Fund Raising: No report.</p> <p>Recruitment: No report.</p>
Item:	New Business: 2017 COLA Application (ratify email)
Discussion:	Ratify email vote.
Action:	Tad Connor moved to ratify the 2017 COLA application presented. Kim Granville Taylor seconded it. It was approved unanimously.
Item:	Confidentiality – Sharing Child Information & Records Policy
Discussion:	Updated policy presented.
Action:	Marilyn Butler moved to approve the revised Confidentiality – Sharing Child Information & Records policy as presented. Kim Granville Taylor seconded it. Motion passed unanimously.
Item:	Wahtonka Annual Lease (ratify email)
Discussion:	Ratify email vote.
Action:	Kim Granville Taylor moved to ratify the Wahtonka Annual Lease as presented. Warren Anderson seconded it. It was approved unanimously.
Item:	Director's Report
Discussion:	Paul presented reports. Paul handed out “Celebrating 30 Years of Giving Families a Head Start” pins.

Action:	Kim Granville Taylor moved to accept the Director's report as presented. Marilyn Butler seconded it. It was approved unanimously.
Item	Adjourn Meeting
Action:	Tad Connor moved to adjourn the meeting at 7:36 p.m. Marilyn Butler seconded it. It was approved unanimously.

Next meeting: August 3, 2017