

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

**Board Meeting**

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

**Hood River, OR 97031**

**August 3, 2017**

**Board Members:** Warren Anderson (PC Chair) Marilyn Butler  
Kim Granville Taylor Becca Sanders  
Tad Connors

**Absent:** Tracy Olmstead Joella Dethman  
Lisa Roth Bud Lacey

**Guests:** Paul Runyon Minutes Taken By: Kathy Martin

**Tad Connors, MCCC Vice-Chair, called meeting to order.**

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

**Item: Additions and Deletions to Agenda**

Discussion: Add to Finance:  
401k Audit Report  
401k 5500 - accept  
Fiscal Audit status- update  
Fiscal Director and Current Consultant - Recommendation  
Human Resources Audit - Recommendation

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

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

Discussion: No changes

Action: Marilyn Butler moved to approve the July 6, 2017 minutes as presented. Kim Granville Taylor seconded it. It was approved unanimously.

**Item: Guest Speaker**

Discussion: N/A

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

Discussion: July 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: Treasurer’s Report:**

Discussion: No financial reports for June at this time.  
Finance Committee recommends approval of June 2017 in-kind and credit card reports.

401k audit completed by Worthy & Company, as a result the 5500 will be filed. Committee recommends the approval and filing of 5500 to IRS.

2015-16 fiscal audit requires Board approval, draft will be completed August 18<sup>th</sup>. Will require additional Board meeting. Options August 23, 24 or 28. Paul will send out email.

Finance Director and current consultant: committee recommends Board to authorize a late December, January start date for Rachel. In the interim continue to engage current consultant to cover that period of time and be available for cross training.

Human Resources audit: Committee recommendation is to have Paul to move forward with engagement of Human Resource consultant to conduct audit of Human Resources. This would ensure agency will meet all requirements and identify any areas of concern. Paul presented proposal from Xenium in the amount of \$7500 and will obtain additional bid and select a consultant who provides the best value for the services. Paul will present his recommendation to Board to allow opportunity for comments. Cost will come out of consulting budget.

Action:	Kim Granville Taylor moved to approve June credit cards and in-kind reports as presented. Warren Anderson seconded it. Motion was approved unanimously.
Action:	Kim Granville Taylor recommends approval of the 5500 report. Becca Sanders seconded it. It was approved unanimously.
Action:	Marilyn Butler moved to authorize Paul to negotiate with Rachel a late start date of late December early January and to engage current consultant for as much of that time if not more to allow cross training. Kim Granville Taylor seconded it. It was approved unanimously.
Action:	Marilyn Butler move to authorize Paul to proceed by soliciting additional bid, review bids and select a consultant who best meets quality, service and price. Paul will keep Board informed of outcome. Kim Granville Taylor seconded it. It was approved unanimously.
<b>Item:</b>	<b>Old Business – Fund Raising &amp; Recruitment Committees</b>
Discussion:	Fund Raising: No report. Recruitment: New member Becca Sanders present. Sent Board application to Jonathan Blake from White Salmon.
<b>Item:</b>	<b>New Business: Policies (ratify email)</b>
Discussion:	Ratify email vote.
Action:	Kim Granville Taylor moved to ratify the below policies as presented. <ul style="list-style-type: none"> <li>Oral Health Hygiene, Services for Children with Individual Family Services Plan, Individual Education Plan, or 504c Plan, Development Screening and Referral, Coaching, Dual Language, Enrollment, Family Engagement, Curriculum Planning and Assessment, Data Management policy and procedure.</li> </ul> Marilyn Butler seconded it. Motion passed unanimously.
<b>Item:</b>	<b>Five Year Goals and Training Plan</b>
Discussion:	Presented Goals and Training Plan. Add acronyms list to training plan and send to Board.
Action:	Becca Sanders moved to approve the Five Year Goals and Training Plan as presented. Kim Granville Taylor seconded it. Motion passed unanimously.

<b>Item:</b>	<b>2015-16 Annual Report w/o Financials</b>
Discussion:	Presented Annual report without financial report.
Action:	Kim Granville Taylor moved to approve the 2015-16 Annual report without financial report, noted corrections on page 8 and mention of upcoming 30 <sup>th</sup> celebration to Executive Director report. Becca Sanders seconded it. It was approved unanimously.
<b>Item:</b>	<b>Director's Report</b>
Discussion:	Paul presented reports.
Action:	Kim Granville Taylor moved to accept the Director's oral report as presented. Becca Sanders seconded it. It was approved unanimously.
<b>Item:</b>	<b>Correspondence</b>
Discussion:	COLA Notice of Award
<b>Item</b>	<b>Adjourn Meeting;</b>
Action:	Kim Granville Taylor moved to adjourn the meeting at 6:45 p.m. Warren Anderson seconded it. It was approved unanimously.

**Next meeting: September 7, 2017**