

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

**Board Meeting**

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

**Hood River, OR 97031**

**January 4, 2018**

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

**Absent:** Tracy Olmstead

**Guests:** Paul Runyon Doreen Hotchkiss  
Freddy Gonzalez Jonathan Blake

Minutes Taken By: Kathy Martin

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

Action: 5:37 p.m. meeting called to order, quorum established.

Introductions

**Item: Community Meeting**

**Item: Additions and Deletions to Agenda**

Discussion: Add to Human Resources: Human Resource Manager Recommendation  
Add to Old Business: Board Data Reform Project Update, Paul’s 2018 goals  
Add to New Business: IT/Facilities Transportation Job Description/Reclassification;  
United Way Columbia Gorge 2018 Application and ECEAP Expansion 2018-19  
Request for Application

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

**Item: Minutes – December 7, 2017**

Discussion: Minutes presented.

Action: Joella Dethman moved to approve the December 7, 2017 minutes as presented. Marilyn Butler seconded it. Motion was approved unanimously.

**Item: Guest Speaker –**

Discussion: N/A

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

Discussion: Hiring and personnel reports were presented.

Action: Marilyn Butler moved to accept the hiring and personnel report as presented. Tad Connors seconded it. Motion was approved unanimously.

**Item: Human Resource Manager Recommendation**

Discussion:	Interviewed three candidates. Bud and Tad part of interviewing committee. Interview committee recommends Paul to move forward with offering Amy Phelps-Oakley position of Human Resource Manager.
Action:	Marilyn Butler moved to accept the recommendation of the hiring committee to offer Amy Phelps-Oakley Human Resource Manager position. Tad Connors seconded it. Motion was approved unanimously.
<b>Item:</b>	<b>November Financial Report</b>
Discussion:	<p>Overview of November financials by Marilyn.</p> <ul style="list-style-type: none"> <li>• Preliminary close out</li> <li>• Reports are now consistent</li> <li>• Balance sheets are being reconciled on monthly basis</li> <li>• EHS &amp; HS will be fully expended for 2016-17 fiscal year</li> <li>• Developing revised cost allocation plan for overhead &amp; other expenses for various grants</li> <li>• Audit tentatively scheduled for February</li> </ul> <p>Parent funds: Discussed various fundraising activities. Fund raising is conducted by parents.</p>
Action:	Tad Connors moved to approve the preliminary November 2017 financial reports and give authorization for Christy to proceed with the January 4, 2018 financial data with the auditors. Joella Dethman seconded it. Motion was approved unanimously.
	<p>In-Kind Report:</p> <ul style="list-style-type: none"> <li>• Paul presented 2017-18 in-kind requirement</li> <li>• Previously set goal at \$1200 per slot</li> <li>• Paul recommends revising goal to \$650 per slot which will meet the required grant match</li> <li>• Will focus on parent child activities</li> </ul> <p>New format presented for reporting in-kind, committee likes report</p>
	<p>IT/Facilities/Transportation Job Description &amp; Reclassification</p> <ul style="list-style-type: none"> <li>• Freddy currently assisting with transportation (vehicle maintenance, bus driver training)</li> <li>• Transportation Manager has mentioned retiring next program year</li> <li>• Succession planning</li> <li>• Transportation Manager would report directly to IT/Facilities/Transportation Director</li> <li>• Pay grade will be 36 base which is about a 21% increase</li> <li>• Annual cost \$21,600 includes salary &amp; benefits</li> <li>• Concern about writing job description for specific person</li> <li>• Committee made recommendation to move proposal forward to Board for consideration</li> </ul>
	Fiscal Director: two interviews scheduled for tomorrow.
<b>Item:</b>	<b>Treasurer's Report: Credit Card, In-Kind</b>
Discussion:	Finance Committee reviewed and recommends approval of the November credit card, In-kind reports as presented.
Action:	Tad Connors moved to approve November 2017 credit card and In-kind reports as presented. Joella Dethman seconded it. Motion was approved unanimously.
<b>Item:</b>	<b>Old Business - Paul's 2017 &amp; 2018 Goals</b>

Discussion:	Finalized goals shared.
Action:	Joella Dethman moved to approve Paul's 2017-18 goals as presented. Tad Connors seconded it. Motion was approved unanimously.
Item:	<b>Fund Raising &amp; Recruitment Committees</b>
Discussion:	<p>Fund Raising: No report.</p> <p>Recruitment: Jonathan Blake present.</p> <p>Focus on recruiting experienced finance person:</p> <ul style="list-style-type: none"> <li>• Joella will pass the word</li> <li>• Place ad in gorge.net.</li> <li>• Becca has someone in mind that she will approach</li> </ul>
Item:	<b>Board Data Reform Project Update</b>
Discussion:	<p>Becca shared the Dashboard management team has been working on.</p> <ul style="list-style-type: none"> <li>• Team working on inputting actual data</li> <li>• Able to modify based on Board's input</li> <li>• Would also like staff to attend meeting periodically</li> <li>• Board likes new report</li> </ul>
Item:	<b>IT/Facilities/Transportation Job Description</b>
	<p>Overview of discussion from above fiscal discussion</p> <ul style="list-style-type: none"> <li>• Would like to implement in conjunction with upcoming evaluation in February</li> <li>• Noted needed corrections to job description</li> <li>• Request to make exception to policy</li> <li>• Concern about writing job description for specific person. What happens if he leaves? Paul will re-evaluate and modify if needed.</li> </ul>
Action:	Tad Connors made motion to approve the IT/Facilities/Transportation Director job description and the reclassification of Freddy Gonzalez effective February 1, 2018. Kim Granville Taylor seconded it. Motion passed by majority, opposed by Joella Dethman.
Item:	<b>New Business: United Way Columbia Gorge 2018 Application</b>
Discussion:	United Way has released their allocations for 2018 and application for funding. Staff are assessing current needs within existing programs that could be enhanced by receipt of United Way funding. Anticipation of allocation amounts are \$2,000 minimum to \$12,000 maximum annually. Paul would like approval to review, assess need and complete the RFA accordingly. Due Date February 15, 2018.
Action:	Joella Dethman moved to have Paul complete and submit the United Way application as presented. Marilyn Butler seconded it. Motion was approved unanimously.
Item:	<b>ECEAP Expansion 2018-19 Request for Application</b>
Discussion:	ECEAP Request for Application (RFA): Washington's ECEAP prekindergarten program has released an RFA for expansion for 2018-2019. The expansion allows the ability to increase capacity and/or expand our part day program to full school day or extended day (full year). MCCC has the capacity to increase the number of children

served as well as implement extended care at our Goldendale site. Staff would like approval to review, assess need and complete the RFA accordingly. Due Date March 2, 2018.

Action: Joella Dethman moved to have Paul complete and submit the ECEAP Expansion 2018-19 application as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.

**Item: Director's Report**

Discussion: Paul presented.

Great American will not be renewing our Director and Officer insurance coverage effective March 1, 2018. Broker currently working on obtaining new carrier.

Action: Kim Granville Taylor moved to accept the Director's report as presented. Warren Anderson seconded it. Motion was approved unanimously.

**Item: Correspondence**

Discussion: Results from Oregon Department of Education Review; Human Resources Interview Schedule.

**Item: Adjourn Meeting**

Action: Tad Connors moved to adjourn the meeting at 7:33 p.m. Kim Granville Taylor seconded the motion. Motion passed unanimously.

**Next meeting: February 1, 2018**