

Mid-Columbia Children's Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

April 5, 2018

Board Members: Warren Anderson (PC Chair) Kim Granville Taylor
Becca Sanders Bud Lacey
Joella Dethman

Absent: Tad Connors

Staff: Paul Runyon Freddy Gonzalez

Guests: Arleigh Laney

Minutes Taken By: Kathy Martin

Bud Lacey, MCCC called meeting to order

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

Item: Additions and Deletions to Agenda

Discussion: Add New Business: Tygh Valley Center
Program Correspondence: ECEAP Expansion slots, USDA Audit Outcomes

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

Introductions/Check In Board, staff and guest introductions. Community Check In

Item: Minutes – March 1, 2018

Discussion: Minutes presented.

Action: Joella Dethman moved to approve the March 1, 2018 minutes as presented. Warren Anderson 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. Add date of hire column to personnel report.

Action: Warren Anderson moved to accept the hiring and personnel report as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.

Item: Treasurer's Report: December Amended Financials

Discussion:

- Finance Committee reviewed and recommends approval of the:
- Amended December 2017 financial reports
- January financial reports

Action: Warren Anderson moved to approve the amended December 2017 and January 2018 financial reports as presented. Kim Granville Taylor seconded it. Motion was

approved unanimously.

Item: Credit Card and In-Kind

Discussion: Finance Committee reviewed and recommends approval of the February 2018 credit card, in-kind reports as presented.

Action: Kim Granville Taylor moved to approve February 2018 credit card and in-kind reports as presented. Warren Anderson seconded it. Motion was approved unanimously.

Item: Review and Approval of Selected Invoices from Corporate Funds

Discussion: Finance Committee recommends approval of the selected invoices be paid from corporate funds.

- To pay employee for cash expenses of \$60.50
- To pay Head Start back for Period of Performance findings during the 2015-16 Fiscal year of \$21,938
- To fund 401k award for Period of Performance Fiscal Year 2016-17 of \$3,276.02

Action: Kim Granville Taylor moved to approve that the three invoices be paid from Corporate funds. Becca Sanders seconded it. Motion was approved unanimously.

Item: Review and Approval of Selected Invoices from Line of Credit

Discussion: Finance Committee recommends approval of the selected invoices be paid from line of credit (interest rate 6%)

- Portion of D&O Liability and Cyber Liability insurance that extend beyond current grant funding years of \$4,811.68 & \$913.46 = \$5,725.14

Process for payment and reporting for all invoices that cross into future grant funding years.

Per current policy Board will be notified before utilizing line of credit.

Action: Kim Granville Taylor moved to approve the invoices be paid from Line of Credit. Joella Dethman seconded it. Motion was approved unanimously.

Item: Old Business: Fund Raising & Recruitment Committees

Discussion: Fund Raising: No report.

Recruitment: Committee met with Paul Lindburg to discuss ways to recruit and who to target. Invite Paul to Board meeting. Bud will email Board Development tool.

Packet sent to Arleigh Laney, working on Master's Degree in Finance.

Item: New Business: Bridges to Health Pathways Service Agreement

Discussion: Approve agreement as presented.

Action: Kim Granville Taylor moved to approve the service agreement as presented. Joella Dethman seconded it. Motion was approved unanimously.

Item: Change in Scope of Services

- Discussion:
- Approve recommended changes in scope of service effective on each program year startup date for: Country Club, Goldendale, The Dalles, Wahtonka, White Salmon
 - Request to approve nonrenewal of the Oregon Department of Human Services Child Care agreement commencing September 1, 2018
 - Approve submission of a locally designed waiver for Maupin/Tygh Valley

- Action:
- Joella Dethman made motion to approve changes in scope of service effective on each program year startup date for: Country Club, Goldendale, The Dalles, Wahtonka, and White Salmon. Kim Granville Taylor seconded it. Motion was approved unanimously.
 - Becca Sander made motion to approve nonrenewal of the Oregon Department of Human Services Child Care agreement commencing September 1, 2018 Warren Anderson seconded it. Motion was approved unanimously.
 - Kim Granville Taylor made a motion to the submission of a locally designed waiver for Maupin/Tygh Valley. Joella Dethman seconded it. Motion was approved unanimously.

Item: Policy Council Bylaws

Action Joella Dethman moved to approve the Policy Council Bylaws as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.

Item: Tygh Valley Center

Discussion: Request to approve site location change of Maupin Center to the Tygh Valley Center and the Tygh Valley Center User Agreement as presented.

Action: Joella Dethman moved to approve the site location of Maupin site to Tygh Valley and User Agreement as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.

Item: Director's Report

Discussion: Paul presented reports.

- Received United Way Award
- Received ECEAP expansion award
- Completed phase 1 of annual continuation application.
- Submitted OPK Expanded Duration application
- Reviewed correction action plan with Region X in relationship to 15-16 period of performance
- USDA audit identified areas in need of improvement and all findings were corrected accordingly. Very positive exit interview and were praised for our fiscal policies, delivery and monitoring systems
- Insurance: received one quote from Market Insurance. Completed application and covered effective March 26, 2018

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

Item: Correspondence

Discussion: United Way of the Columbia Gorge award letter; ECEAP expansion award; NHSA - \$1.3 billion win for Head Start Children, Families and Staff; CACFP Audit Outcome

Item: Adjourn Meeting

Action: Joella Dethman moved to adjourn the meeting at 7:12 p.m. Kim Granville Taylor seconded the motion. Motion passed unanimously.

Next meeting: May 3, 2018