

Mid-Columbia Children's Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

May 3, 2018

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

Staff: Paul Runyon Freddy Gonzalez
Doreen Hotchkiss Lucretia Brown
Amy Phelps-Oakley

Guests: Minutes Taken By: Kathy Martin

Bud Lacey, MCCC called meeting to order	
Action:	5:35 p.m. meeting called to order, quorum established.
Item: Additions and Deletions to Agenda	
Discussion:	Add: Community Care Coordinator job description to Human Resources Add: December financials version 2 and January final amended reports to Treasurer's Report.
Action:	Warren Anderson moved to approve the agenda as amended. Tad Connors seconded it. Motion was approved unanimously.
Check In	Community Check In
Item: Minutes – April 5, 2018	
Discussion:	Minutes presented.
Action:	Warren Anderson moved to approve the April 5, 2018 minutes as presented. Tad Connors 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:	Joella Dethman moved to accept the hiring and personnel report as presented. Tad Connors seconded it. Motion was approved unanimously.
Item: Community Care Coordinator Job Description	
Discussion:	MCCC was provided position description from Pathways for the hiring of two positions. Board will review, comment and approve via email within the week. Joella would like Health Coordinator and Community Care Coordinator job description sent by email.
Action:	Tad Connors moved to table and for Amy to send via by email for review and approval. Warren Anderson seconded it. Motion was approved unanimously.

Item:	Treasurer's Report:
Discussion:	<p>Finance Committee reviewed and recommends BOD approve:</p> <ul style="list-style-type: none"> • December 2017 amended financial reports version 2 • January 2018 final amended financials • February 2018 preliminary financials • March 2018 preliminary financials
Action:	<p>Tad Connors moved to approve the:</p> <ul style="list-style-type: none"> • December 2017 amended financial reports version 2 • January 2018 final amended financials • February 2018 preliminary financials • March 2018 preliminary financials <p>Kim Granville Taylor seconded it. Motion was approved unanimously.</p>
Item:	Credit Card and In-Kind
Discussion:	Finance Committee reviewed and recommends approval of the March 2018 credit card, in-kind reports as presented.
Action:	Tad Connors moved to approve March 2018 credit card and in-kind reports as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.
Item:	Status Update
Discussion:	<ul style="list-style-type: none"> • Oregon & Washington USDA – completed and submitted corrective action for Oregon and Washington was in full compliance • 401k Audit – completed 1st part, auditors now working with • ECEAP Audit – submitted first initial documentation request, entirely a fiscal audit • 2016/17 Single Audit – trying to mitigate findings at this point • Policies & Procedures – Lucretia reviewing and crafting response to questions that were noted. When completed, will be sent to Finance and Board for review and approval at next month's meeting
Item:	Old Business: Fund Raising & Recruitment Committee
Discussion:	<p>Fund Raising: No report.</p> <p>Recruitment: Arleigh planned on being here but has sick child.</p> <p>Board Development survey: received majority of responses, Becca will have results at next month meeting.</p>
Item:	Director's Report
Discussion:	<ul style="list-style-type: none"> • HS/EHS: COLA increase, management reviewing options in anticipation of further guidance from Region • COLA Compensation Committee: Schedule meeting to coordinate with Marilyn Butler • ECEAP: Currently under an annual fiscal review, expect process to be completed by early June • OPK: Was not selected for pilot duration grant • USDA Washington: passed, no corrective action required <p>Move towards electronic Board packets for next month. Freddy will have access setup beginning of next week.</p>

Action:	Warren Anderson moved to accept the Director's report as presented. Tad Connors seconded it. Motion was approved unanimously.
Item:	Correspondence
Discussion:	Washington State Department of Children Youth and Families Merger; Program Instruction ACF-PI-HS-18-03 COLA; Year End Center Celebrations
Item:	Adjourn Meeting
Action:	Tad Connors moved to adjourn the meeting at 6:30 p.m. Joella Dethman seconded the motion. Motion passed unanimously.

Next meeting: June 7, 2018