

Mid-Columbia Children's Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

June 7, 2018

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

Absent: Tad Connors Kim Granville Taylor

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

Guests: Minutes Taken By: Joella Dethman

Bud Lacey, MCCC called meeting to order	
Action:	5:30 p.m. meeting called to order, quorum established.
Item: Additions and Deletions to Agenda	
Discussion:	2 additions. Old business: Paul's annual evaluation & Parent Fund Policy clarification from Lucretia. New business July board meeting date change.
Action:	Warren Anderson moved to approve the agenda with additions. Becca Sanders seconded it. Motion was approved unanimously.
Check In	Community Check In
Item: Minutes – May 3, 2018	
Discussion:	Minutes presented.
Action:	Warren Anderson moved to approve the May 3, 2018 minutes as presented. Becca Sanders seconded it. Motion was approved unanimously.
Item: Personnel Report & Hiring Report	
Discussion:	Personnel & hiring reports were presented.
Action:	Warren Anderson moved to accept the personnel and hiring reports as presented. Becca Sanders seconded it. Motion was approved unanimously.
Item: Community Care Coordinator Job Description	
Action:	Warren Anderson moved to ratify the Community Care Coordinator job description as presented. Joella Dethman seconded it. Motion was approved unanimously.
Item: Treasurer's Report:	
Discussion:	Finance Committee reviewed and recommends BOD approve: <ul style="list-style-type: none">• February 2018 financials• March 2018 financials
Action:	Warren Anderson moved to approve the February Final and March/April preliminary 2018 financials as presented. Joella Dethman seconded it. Motion was approved unanimously.

Item:	Credit Card and In-Kind
Discussion:	Finance Committee reviewed and recommends approval of the April 2018 credit card, in-kind reports as presented.
Action:	Warren Anderson moved to approve April 2018 credit card and in-kind reports as presented. Joella Dethman seconded it. Motion was approved unanimously.
Item:	Outsourcing Housekeeping
Discussion:	Difficulty keeping housekeeping staff as very part time. Regular staff provide housekeeping when don't have staff so don't get their regular jobs done. Two bids: Clean-All \$105,296 and Mid-Columbia Janitorial \$78,720.
Action:	Warren Anderson moved to approve outsourcing Housekeeping with Mid-Columbia Janitorial. Becca Sanders seconded it. Motion was approved unanimously.
Item:	Fiscal Policies & Procedures
Action:	Joella Dethman moved to approve Fiscal Policies and Procedures as presented. Warren Anderson seconded it. Motion was approved unanimously.
Item:	Old Business: Fund Raising & Recruitment Committee
Discussion:	Fund Raising: No report. Recruitment: Bud will forward Arleigh Laney's application for membership. (She had a sick child and missed tonight's meeting.)
Item:	Dashboard update
Discussion:	Becca introduced the legend she made for the Dashboard. They also want to add HR metrics to the report.
Item:	Board Development Survey Results
Discussion:	Becca said we have a ton of work to do as a board to better serve MCCC and some low hanging fruit that we could start on. We always have recruitment and fundraising on the agenda and nothing has happened in the year Becca has been on the board. Becca set some personal goals as a board member: Dashboard, ED review process, Board development. Becca offered to lead the initial process and start with some easy goals that are attainable while setting some longer term goals. MCCC funds can be used for board development. Paul Lindberg would charge MCCC to facilitate. Becca will ask him about a potential partnership at a lower cost (sharing some MCCC data for a win/win proposition).
Item:	Executive Director's annual evaluation
Discussion:	Bud will send out last year's information for the next meeting. There will be a new Executive Director evaluation form to use this year. "Techie" Becca will set the process up in an automated system. Bud was delighted.
Item:	Parent Committee funds
Discussion:	Lucretia passed out Parent Committee information
Item:	New Business: Equity Policy
Discussion:	Doreen said the Equity Committee drafted the Equity Guidelines Policy. Suggestion to add "ethnicity" to the document in addition to race and class.
Action:	Becca Sanders moved to approve Equity Policy with inclusion of ethnicity to the Policy. Warren Anderson seconded it. Motion was approved unanimously.

Item:	2017-18 Community Assessment
Discussion:	Community Assessment required annually. This year we contracted for an outside company to complete the assessment.
Action:	Joella Dethman moved to approve the 2017-18 Community Assessment as presented. Becca Sanders seconded it. Motion was approved unanimously.
Item:	2017-18 ECEAP Self-Assessment
Discussion:	Parents and staff reviewed compliance and came up with a few next steps.
Action:	Joella Dethman moved to approved 2017-18 ECEAP Self-Assessment as presented. Becca Sanders seconded it. Motion was approved unanimously.
Item:	2016-17 Annual Report
Action:	Warren Anderson moved to approve 2016-17 Annual Report as presented. Joella Dethman seconded it. Motion was approved unanimously.
Item:	COLA Application
Discussion:	2.6% COLA plus Training and Technical Assistance increase. Minimum wage increases affects salaries. Still need to improve equity between positions.
Action:	Joella Dethman moved to approve the COLA and T&TA budget increase application. Becca Sanders seconded it. Motion was approved unanimously.
Item:	July board meeting
Action:	Bud will ask Tad and Kim if available. Becca will be out July 5. Warren, Joella and Bud will be available for the July 5 meeting.
Item:	Director's Report
Discussion:	Spent most of May with COLA, HS continuation budget approval, Change of Scope submitted to the Regional office (Leslie), Phase 1 of Tygh Valley completed (Equipment in classroom). Everything out of Maupin. Freddy working with Church of Nazarene in Carson to be a new classroom (replacing the one in the Carson School that Insitu is negotiating to take over). Meeting with Dan Goldman in HR.
Action:	Warren Anderson moved to accept the Director's report as presented. Becca Sanders seconded it. Motion was approved unanimously.
Item:	Correspondence
Discussion:	Cost of Living Notification; Head Start/Early Head Start Award; USDA for Oregon accepted corrective action.
Item:	Adjourn Meeting
Action:	Warren Anderson moved to adjourn the meeting at 6:46 p.m. Joella Dethman seconded the motion. Motion was approved unanimously.

Next meeting: July 5, 2018