

Mid-Columbia Children's Council, Inc.

Board Meeting

Location: 1100 E. Marina Way, Suite 215

Hood River, OR 97031

July 12, 2018

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

Absent: Joella Dethman Tad Connors

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

Guests: Arleigh Laney Minutes Taken By: Kathy Martin

Bud Lacey, MCCC called meeting to order

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

Introduction/Check In Introduction: Arleigh Laney present. Experience: Financial Advisor with Wells Fargo. Recommendation to accept Arleigh Laney as a member to the Board of Director's.

Action: Becca Sanders made a motion to approve the addition of Arleigh Laney to MCCC Board of Directors. Warren Anderson seconded it. Motion was approved unanimously.

Item: Additions and Deletions to Agenda

Action: Warren Anderson moved to approve the agenda as presented. Becca Sanders seconded it. Motion was approved unanimously.

Item: Minutes – June 7, 2018

Discussion: Minutes presented.

Action: Warren Anderson moved to approve the June 7, 2018 minutes as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.

Item: Dropbox Demonstration

Action: Freddy presented Dropbox demonstration.

Item: Personnel Report & Hiring Report

Discussion: Personnel & hiring reports were presented.

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

Item: Treasurer's Report:

Discussion: Updates:

- Four days T&TA training covering Finance and Human Resources with Sandy Nelson, providing fiscal, HR and governance training, and a CPA through Program Management and Fiscal Operation providing a 3 day HS and uniform guidance training.

- Priority to get budget in Abilia.
- Institute a real purchase order system.
- Proposing outsourcing payroll to free up staff time (benefits, W2's, 1099's, etc)

Finance Committee reviewed and recommends BOD to approve the:

- March 2018 financials

Action: Kim Granville Taylor moved to approve the March Financial reports as presented. Becca Sanders seconded it. Motion was approved unanimously.

Item: HR/PR Outsource Solution Bid Proposal

Discussion: Finance Committee recommends BOD to approve Paycom contract as the HR/PR contractor.

Action: Becca Sanders moved to approve the outsourcing of the HR/PR system as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.

Item: Student Accident – Premium Finance Agreement

Discussion: Premium for student accident insurance cannot be paid out of next year's funds. Finance Committee recommends paying the \$77.60 interest on \$1067.80 due in December.

Action: Kim Granville Taylor moved to approve the Student Accident Premium Finance charge of \$77.60 from corporate funds. Becca Sanders seconded it. Motion was approved unanimously.

Item: Next Step: T&TA Report from Sandy Nelson

Discussion: Finance Committee recommends BOD to accept the report as presented.

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

Item: Line of Credit Notification

Discussion: Request use of \$20,000 from line of credit in order to cover operating cost until we can true up our funds as of June 30. Our process going forward is to true up monthly.

Item: Credit Card and In-Kind

Discussion: Finance Committee reviewed and recommends BOD to approve the May 2018 credit card, in-kind reports as presented.

Action: Kim Granville Taylor moved to approve the May credit card and in-kind reports as presented. Becca Sanders seconded it. Motion was approved unanimously.

Item: 401k Financial Statements (ratify)

Discussion: Ratify email of the 401k Financial Statements.

Action: Becca Sanders moved to ratify email as presented. Kim Granville Taylor seconded it. Motion was approved unanimously.

Item: Old Business: Fund Raising & Recruitment Committee

Discussion: Fund Raising: No report.

Item: New Business: 2018 Self-Assessment

Discussion: Presented by Doreen.

Action:	Kim Granville Taylor moved to approve the 2018 Self-Assessment with noted changes. Warren Anderson seconded it. Motion was approved unanimously.
Item:	2018 Program Improvement Plan
Discussion:	Presented by Doreen.
Action:	Kim Granville Taylor moved to approve the 2018 Program Improvement Plan as presented. Becca Sanders seconded it. Motion was approved unanimously.
Item:	2018-19 Strategic Plan for Five Year Goals
Discussion:	Presented by Doreen.
Action:	Kim Granville Taylor moved to approved 2018-19 Strategic Plan for Five Year Goals as presented. Warren Anderson seconded it. Motion was approved unanimously.
Item:	2018-19 Training and Technical Assistance Plan
Action:	Presented by Doreen.
Action:	Kim Granville Taylor moved to approve 2018-19 Training and Technical Assistance Plan as presented. Warren Anderson seconded it. Motion was approved unanimously.
Item:	2018-19 HS/EHS Continuation Grant Application
Discussion:	Emailed and presented by Paul.
Action:	Kim Granville Taylor moved to approve the 2018-19 HS/EHS Continuation Grant application as presented. Warren Anderson seconded it. Motion was approved unanimously.
Item:	Director's Report
Discussion:	Update as of July 12, 2018. <ul style="list-style-type: none"> • T&TA visit and report by Sandy Nelson. • Program Management fiscal training with CPA. • ECEAP fiscal monitoring review – no findings. • United Way social/award event on July 24 @ 3:00. Bud, Becca, Lucretia, Paul, Freddy to attend and accept check. • Facilities: No need to move Carson at this time. Need to consider a more permanent place. • Tygh Valley moving forward. • Having discussion with Hood River Superintendent regarding future partnership. • Leslie Jenkins retiring January 2019.
Action:	Kim Granville Taylor moved to accept the Director's report as presented. Becca Sanders seconded it. Motion was approved unanimously.
Item:	Executive Director Evaluation & 2018-19 Goals
Action:	Completed and shared electronically. <ul style="list-style-type: none"> • Questionnaire sent to Board and Management team. • 4 staff and 4 board members responded. • Outstanding, very positive, reflects what the position requirements are

annually.

- Next month: closed session, goal setting for Paul

Item:	Correspondence
Discussion:	Overview of TTA Visit; Program Instruction ACF-PI-HS-18-04 Full Enrollment Initiative; Stevenson-Carson School Discontinued Negotiations; United Way Invite; Washington CACFP Review Follow Up; Introducing the Director of the Office of Head Start; ECEAP Fiscal Monitoring Closing Letter.
Item:	Adjourn Meeting
Action:	Warren Anderson moved to adjourn the meeting at 7:37 p.m. Kim Granville Taylor seconded the motion. Motion was approved unanimously.

Next meeting: August 2, 2018