

Mid-Columbia Children’s Council, Inc.

Board Meeting

Location: via Hybrid in Person & Zoom Video Conferencing

February 7, 2023

Board Members: Elke Geiger Barb Young
Kim Granville Taylor Shannon O’Brien
Tad Connors Shawna Pruitt (Policy Council Chair)
Shannon O’Brien Barb Young

Absent: Maria Diaz Daniel Blevins
Cheryl Park

Staff & Guests: Freddy Gonzalez Collice Martens
Heather Odden Dawn Tegge
Danyell Beyer (Policy Council) Kerry Osbourn
Selena Rocha

Minutes by: Noelle Hanson

I. Call to Order

Discussion: Elke called hybrid meeting to order at 5:31 p.m., quorum established.

II. Approval of Agenda

Discussion: Reviewed February 7, 2023, Agenda

Action: Barb moved to approve the agenda as presented. Kim seconded.
Motion approved unanimously.

III. 2023 01.05 Board Meeting Minutes

Discussion: Going forward, Freddy will send out answers to any pending meeting questions left over from the Board Meeting to the Board members. Questions answered will be presented as a statement unless a question needs to be followed up on.

Questions on state funds needing to be returned. There are no requests from the state, so this is still a pending answer.

Action: Strike from Minutes Audit “Board” to Audit.
Update comment/question regarding finances from Shannon to Barb.
Kim moved to approve the 2023 01.05 Board Meeting Minutes with corrections.
Barb Approved.

Motion approved unanimously.

IV. Guest Speaker: Oral Health Dental Program – Ellie Dirks

Discussion Last year there was a noticeable decline in dental services in our area. Dr. House, pediatric dentist attended HAYSAC meeting about issues with service to Oregon children. Dr. House is offering funds for Oral Health Prevention Services.

As a result of the lack of oral health in the area, all Washington children were bussed to Oregon to be serviced by Dr. House and will happen again in the spring. Parents have expressed how their children enjoyed the experience.

There is an oral health campaign from DR. House and other doners providing toothbrushes, toothpaste, brushing stories and a brushing flier. The flyer is a template for our Family Health Advocates to provide consistent training. Ashley, a local hygienist, has been training Family Health Advisors (FHA) on tips and tricks for teaching parents. Teachers are being provided with training and tips on what to do in the classroom, as well. Ellie is in the Oral Health Coalition. They are requesting disclosing tablets to do activities with parents, to show where brushing areas were missed. Also requesting 2-minute timers for brushing. Transportation is available for parents and children by their FHAs to appointments, if needed.

IV. Guest Speakers – Attendance of Washington State Head Start and ECEAP (WSA) Board – Karen Porter & Danyell Beyer

Discussion: Parents & staff met with legislators, toured the capital, and had many classroom parenting opportunities which were extremely informative. The parents are interested in additional outreach opportunities.

Attended Oregon State Association Meeting with MCCC staff leadership and PC Chair Shawna Pruitt. Had many educational and workshop opportunities. It was a very informative and appreciated to have the opportunity to attend.

V. Sub Committee Report

Discussion: Nothing to present on Sub Committee

New Business

VI. a. November Financials

Discussion: November Financial are not yet completed. Months are closed and no action needed but journal entries may need to be edited for September or October.

Journal entries which are from July through October still need to be reviewed and validated. Barb prefers the journal entries to be considered “preliminary” and circle back to the Board to be reviewed and finalized.

The Finance interim Director feels supported by talented interim staff to resolve all these incomplete journal entries.

All the monies from an account holding \$500,000 had to be corrected and moved to another account.

Vendor Aging Report is a snapshot in time, from November 30 which are our bills/obligations to be paid. Based on their due dates, they are in different columns. Employees appear on the report if they have a mileage reimbursement, per diem or a reimbursable expense.

If using a company card, there are no reimbursements. If they were not issued a card and had a personal expense, they are to be reimbursed. All the listed staff receive mileage reimbursements from using their personal vehicles. No approval needed. This is a portion of the Finance Report

Action: November preliminary Financials will not be voted on.

VI. b. November Credit Card Report

Discussion: n/a

Action: Credit card report is missing and will be voted on next month.

IV. c. Human Resources Staffing Report

Discussion: HR Staffing Report: Job postings have been updated with 61 posted to the website. Advertising in newspaper (paper & website), GorgeNet and various local resources. Have already received more applications. After the website was updated, nine (9) applications were received over the weekend. Region X can post open positions once we have the HR Director position updated. If the position is being re-classified, they do not need Board approval

Action: Barb moved to approve the HR Staffing report as presented. Shawna seconded. Motion approved unanimously.

VI. d. Policy Council By-law's 2022-2023

Discussion: Karen presented PC By-Laws revision. Many languages changed from Head Start Agency to either MCCC or Early Learning Agency. All acronyms were spelled and clarification on attendance for Policy Council. Is there an expectation on confidentiality from the federal level vs. the company? This expectation is based on staff confidentiality and not naming names. Head Start limits funding base based on performance standards and the various funding.

Action: Barb moved to approve the Policy Council By-law's as presented. Shawna seconded.
Motion approved unanimously.

VI. **Discussion Items:**

a. Review Board By-laws

Discussion: The by-Laws of the Children's Council are reviewed annually. This is a reminder that the document needs to be reviewed. Upload a document in DropBox with track changes on to have the board edit/review.

Action: Feedback needs to be submitted to Freddy by Feb. 28.

VI. **b. Head Start Under Enrollment Letter**

Discussion: HS EH Enrollment Letter – many agencies are receiving these letters. This letter starts a clock to have 10 a meeting. From the meeting, this will create an action plan. The action plan is for 1 year and the goal at the end of the year will be enrollment by 97%. Agency is at 50% HS, just under 50% EHS currently. Is it reasonable to think we can get there in a year or should we plan for fund reductions? Due to staffing, we may be able to do "conversions". Since the pandemic, we have added classroom slots and we have been unable to fill them. Add to the agenda as a quarterly review. Background checks are notoriously slow and may take a few months. Additionally, staff renewals are also coming up. Thirty-seven (37) positions have been filled by the state to expedite background checks, yet the system is still slow.

VI. **c. CACFP Review**

Discussion: CACFP Review is coming up. They will pick some random sites to review meal services and books. Will review the USDA CACFP for Washington.

Action: Noelle uploaded the USDA CACFP letter into DropBox for The Board, in the February folder.

VI. **d. Administrative Open Positions**

Discussion: Administration Open Positions: Creating a panel for interviewing and looking at a contractor to aid filling positions. Three applicants for HR Director are interested in a contractor to hire. Need to create questionnaire and panel for interviewing process which will then speed up process for senior management roles.

Action: HR is working on creating interview questions and panel training for interviewing process.

VII. **Old Business**

Discussion: n/a

VIII. Director's Report

Discussion: Columbia Gorge Educational Service District (ESD) has reached out to have their program run in our facility. They had been declined, by our recently past executive team, to use them. Now, since working cooperatively, our Health Manager has had full access to a nurse. Ellie has already utilized the nurse professional services in training staff in rescue medication administration.

Skamania county does not want to have a classroom in Stevenson Elementary. They would like to provide services to the children while they attend MCCC. There isn't a current plan in place but are working on clearing up confusion and maintaining contact. They are also interested in paying for slots while children are being assessed to get into the program. They would like to partner with us. Stevenson was not fully staffed before Covid hit. Stevenson EHS class has shut down due to not being completely licensed. Infant Toddler classes cannot be provided without a license. Licensing should be restored within a week or two, once a gate repair has occurred. (Video of the gate working was sent to the state and it was approved)

Goldendale ECEAP is running short of service days. They offer support with any waivers we may need, and they offered to assist with our licensing process. Offered support with licensing and licensing waivers. Offered more support than has happened in the past, since predecessors had left, felt our program was not as strong. Willing to help and offer contacts.

HR Superintendent met to discuss frustrations with closed sites. Exploring options to increase staffing applicants and is offering help with posting within HR facilities. Asking to have PSP funding allocated to HRCSD. The social services aspect is not offered in the PSP slots. Freddy does not believe they can use PSP funding.

OHSA Conference guest speaker was incredibly good. MCCC is seeking to have Dr. Amy King as a guest speaker present to our staff about burnout and resiliency. Her training is very authentic, genuine and connects with attending staff. Received information CBR process can move forward with a conditional background check. This practice was misunderstood by past staff, and we will stop this process. Head Start federal slots are more stable and consistent and considered the golden ticket. State (PSP) funding can vary.

The Executive Director for the Four Rivers Early Learning Hub reached out to have a meeting to have a future classroom in Stevenson.

IX: Informational Items

a. COVID

Discussion:	n/a
IX:	b. Enrollment Reductions
Discussion:	n/a
IX:	c. Parent Newsletters
Discussion:	<p>The Board appreciated having the newsletters for the parents visible to them, for the first time. Positive feedback on the information presented.</p> <p>Requested to have the Policy Council meetings on the Newsletter Calendar</p>
X.	Community Questions / Open Agenda
Discussion:	<p>23-24 Budget was submitted in August to the Feds without amendments. Final variance for 2021-2022 has not been completed.</p> <p>The current meeting time is 5:30 – 8:00. Present revising meeting schedule to have a correct end time. The Board would like to have a consistent time on the calendar to plan when the meeting would be ending.</p> <p>Eke will be absent from the next Board meeting. Tad will chair the next meeting. The agenda will be completed by Elke.</p>
Action:	<p>Noelle/Freddy will upload the Budget to DropBox.</p> <p>Re-set the Calendar & Zoom link to 7:30 pm.</p> <p>Elke will still meet with Freddy to complete the agenda.</p>
Item: VII	Adjourn Meeting
Action:	<p>Tad moved to adjourn the meeting. Kim seconded the motion.</p> <p>Meeting adjourned at 7:02 pm.</p>

Next meeting: March 7, 2023