

Mid-Columbia Children’s Council, Inc.

Board Meeting Minutes

Location: Zoom Video Conferencing

March 7, 2023

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

Absent Elke Geiger Daniel Blevins

Staff & Guests: Freddy Gonzalez Collice Martens
Heather Odden Dawn Tegge
Julia Ramirez Ellen Lund
Kate Johnson Salina Limones
Minutes by: Noelle Hanson

I. Call to Order

Discussion: Tad called zoom meeting to order at 5:35 p.m., quorum established.

II. Approval of Agenda

Discussion: Reviewed March 7, 2023, Agenda

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

III. 2023 02.03 February Board Meeting Minutes

Discussion: Reviewed February Board Meeting Minutes with no changes.

Action: Barb moved to approve the 2023 02.03 February Board Meeting Minutes. Shawna seconded.
Motion approved unanimously.

IV. Guest Speaker: Conscious Discipline – Ronda Hull

Discussion Slide deck presented on Conscious Discipline for staff and children. This training is for staff how to react and deescalate.

Follow up Q & A: Is there a mechanism to show how this is successful?

We have met with Annette’s mental health team, and we will collaborate with staff input data. In April, we will find out where staff are and what they may need more training.

Is there a outcomes measurement?

- Yes, there is a measurement of the tools which are used and the impact. Will bring this into the next year and re-evaluate to use with new and current staff on the tools and how they are improving. Assessments from our mental health team will also be used to assess the environment.

What are the credentials on mental health team.

- Ronda can get Annette’s team.

Are MCCC assessing or consultants assessing?

- Our MCCC staff will be assessing the classrooms. Our staff has a master’s in education, bachelors and are working on licensing. Andrea has a master’s in social work.
- Classrooms have tools but need to be taught to apply them. Understand, evaluate & work on implementation in the next phase.

Assessment will be shared with The Board.

- We are showing the board the value of staff time and contractor time to share growth and progress.

We have a long history with Annette and her knowledge is embedded within our culture. Annette was familiar with us prior to the pandemic, which enabled her to join very quickly.

Our current Mental Health team, 1 (one) of our mental health team members have a long history of Conscious Discipline but 2 (two) are newer employees.

Focusing on current staff mental health? What is our current support?

- Our EAP benefit called Canopy shows usage support which shows staff usage of benefit showing what support system they need.
- 24/7 care is available immediately or may be scheduled.

We will meet with staff to understand where we need to focus and connect to have as a person.

V. Old Business
By-Laws

Discussion: Move to discuss at the next Board meeting

Action: Cheryl moved to discuss By-Laws at the next Board meeting. Barb seconded.
Motion approved unanimously.

VI. New Business
a. December Financials

Discussion: Financials are preliminary but not final.

Using a consultant to work on processes and procedures to get books closed. This is holding up our audit. From a risk perspective having 6 months of financial books open is worrying. Barb is hoping to have it finalized no later than April.

Action: n/a

VI. New Business
a. December Credit Card Report

Discussion: Will present finances at the next month's meeting

Action: n/a

VI. New Business
a. Personnel Report

Discussion: Background check through Central Registry is not getting any quicker. It is a detailed and exhaustive process. Conditional employment is not available in Oregon.

Washington's process is much quicker.

Action: Kim moved to approve the Personnel Report as presented. Cheryl seconded.
 Motion approved unanimously.

IV. New Business
a. Leadership Committee - Search

Discussion: Cheryl Park presented: Has contacts within the local Chamber of Commerce's in The Gorge and has contacted with Pat Sublette with ESD. We have connected with two recruiters and have proposals from both. One of the recruiters came in half of the other. The recruiter from our community is Rob Nelson. Rob quoted his fee to be \$5000, to find a real fit for our needs.

Human Resources: Barb has been working on the job description of the Senior Finance Role.

Barb: Financial Consultant on state of the State.

- Working on the current job description to make sure it meets the needs of the company.
 - The Board has prioritized the importance of a HR Director position being filled first.
 - Getting the Finance job description updated is important.
 - Internal candidates are important, and consideration will be applied equally.
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Cheryl: Human Resources Director job description is fully accurate, based on Freddy’s input, per recruiter.

VI. Discussion Items

b. Office of Head Start Corrective Action Plan

Discussion: The Corrective Action Plan will need to be voted on by email within the next two weeks. Approval is needed prior to the next Board meeting.

VII. Directors Report

Discussion: Directors Report

1. CAP:

Region X staff came March 6-7 to meet with management staff to meet on how to become 97% enrolled within 12 months. Worked on prioritizing barriers and being fully staffed. Those barriers are salaries, previous leadership, too many slots, and length of class hours. Parents want working day schedules. We currently only have one working day class, and that is Early ECEAP in Goldendale.

Parents want to model early ECEAP. Need to work on staffing and budget.

March 7 MCCC staff mapped out converting with funders and community needs by every location. When the plan is visual, it will be sent to The Board for approval, prior to the next Board meeting. When MCCC is ready to implement a plan to convert slots, this will come in as a Change of Scope of Work with all the details, dollar impact and budgeting. We are planning to keep all our federal dollars. Keeping our presence in all the communities but may change a little

2. COLA & QI:

This year’s COLA is 5.6 %. These dollars will all go to wages to make open positions more appealing. \$400,000 dollars will be made available to us to add to our staff salary schedule. This is great without pulling out of operating costs. This 5.6% comes from the federal but not the state slots, so some monies will need to be reallocated. This allows for some leeway in how it is applied to staff.

Fixing Salary Compression: Get someone outside the agency eyes to assess the base rate of all positions and how to place staff equitably. Some of our staff need to be corrected and evaluated on steps, to make sure everyone is accurately placed. It is a multi-step process. Freddy has contacts and will reach out to them. We will need Board agreement to hire an outside agency for this.

Taking averages around Oregon state is not cost effective, which an outside agency did in 2014. We want to take a more localized view for our area. Board commented, we are closer to Portland market rather than Eastern Oregon.

3. Donation:

Received donation from our insurance company that started insuring non-profits. The insurance company matches employees' contributions. Two men from the agency drove out to meet with Freddy and had questions about our agency and what we do for the community. Received \$8,000 donation check.

4. Covid Funds:

We have received three different banks of funds since Covid started. Two of them close at the end of March and must be paid out by the end of March. Most funds have been spent out and plans are being implemented to spend off the remaining funds.

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| X. | Informational Items a. Correspondence |
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Discussion: n/a

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| IX. | Community Questions / Open Agenda |
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Discussion: n/a

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| X. | Adjourn Meeting |
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Action: Cheryl moved to adjourn the meeting. Shawna seconded the motion.
Meeting adjourned at 6:43 pm.

Next meeting: April 4, 2023