

Mid-Columbia Children's Council, Inc.

Board Meeting Minutes

Location: 1100 E. Marina Way, Suite 104, Hood River, OR 97031

June 6, 2023

Board Members: Elke Geiger Maria Diaz
Cheryl Park Shawna Pruitt (Policy Council Chair)
Kim Granville Taylor Daniel Blevins
Tad Connors

Absent Shannon O'Brien Barb Young

Staff & Guests: Mancole Federer (Region X) Emily Stephens (Region X)
Freddy Gonzalez Collice Martens
Kerry Jo Osbourn Dawn Tegge
Julia Ramirez Ronda Hull
Salina Limones

Minutes by: Noelle Hanson

I. Call to Order

Discussion: Elke called zoom meeting to order at 5:38 p.m., quorum established.

II. Introductions

Introductions of Board, staff and guests attending.

III. Approval of Agenda

Discussion: Reviewed June 6, 2023, Agenda

Action: Tad moved to approve the June 6, 2023, as presented.
Kim seconded.
Motion approved unanimously.

IV. 2023 05.02 May Board Meeting Minutes

Discussion: Reviewed May Board Meeting Minutes.

Action: Daniel moved to approve the May 2, 2023, Board Meeting Minutes, as presented.
Tad seconded.
Motion approved unanimously.

**V. Old Business
Board By-Laws**

Discussion: Reviewed discussion of edits to the Board By-Laws. This document is reviewed annually. Revision editing is not required.

Action: Kim moved to approve the updated Board By-Laws as presented.
Cheryl seconded.

Motion approved unanimously.

- VI. New Business – Action items:
1. Financials – Re-Reporting December 2021-November 2022
 2. Financials – FYE2022 Reports

Requesting approval of documents for audit

- Discussion:
- Daniel Blevins (Finance Board) reviewed Financials – Re-Reporting December 2021-November 2022 & FYE2022 Reports.
 - Daniel explained how Finance draws funds down incrementally instead of 2021 past practice drawing down large amount, then accounting for expenditures to reconcile w/drawdowns. Large contrast between FY20-21 / FY21-22 because of this.
 - Appreciation extended to Collice Martens for all she has reviewed and corrected from previous management errors and neglect.

Action: Tad moved to approve the documents Re-Reporting December 2021-November 2022 and FYE2022 Reports as presented, in preparation for upcoming audit.
Cheryl seconded.
Motion approved unanimously.

- VI. New Business – Action Item
3. ECEAP Self-Assessment

- Discussion:
- Ronda reviewed the ECEAP Self-Assessment application and discussed summary of goals.
 - The Board is interested in seeing specific data that the collected for the summary.

Action: Tad moved to approve the ECEAP Self-Assessment as presented.
Kim seconded.
Motion approved unanimously.

- VI. New Business – Action Item
4. Personnel Report

- Discussion:
- Reviewed the Personnel Report.
 - Congratulated Freddy for his employment anniversary.

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

- VI. New Business – Discussion Items
1. July Board Meeting Date

- Discussion:
- Next Board meeting falls on a holiday.
 - Next Board meeting will be on the following Tuesday, July 11, 2023.

- VII. Directors Report
1. Funders

- Discussion:
- Discussed the letter MCCC received regarding Preschool Promise and reducing slots.

- Discussed the Head Start COLA application is submitted and pending.
- All funders except for PSP have funding for wage increases.

VII. Directors Report
2. HR Update

- Discussion:
- Some policies regarding remote work, flexing time and schedule expectations are being reviewed by attorneys. They will become stand-alone policies.
 - Our current policy is being updated with staff participation.
 - The new human Resources Director will begin the first week of July.
 - Two applicants for the position of Finance Director will be pre-screened.
 - Applicant Tracking System will be implemented before next month.

VII. Directors Report
3. Fiscal Update

- Discussion:
- Remote audit for FY 21-22 is scheduled for July 3, 2023
 - Post audit, will reduce a finance contractor

VII. Directors Report
4. Program update

- Discussion:
- Employee recruitment is concurrent with child recruitment functions.

VII. Directors Report
5. Region X New Directors Training

- Discussion:
- New director training, in May, (Seattle) with Freddy, Collice and Ronda attending.
 - Informative for Program / Administration, including many resources and guidance.

VII. Informational Items
a. Correspondence

Discussion:

VIII. Community Questions / Open Agenda

- Discussion:
- General question from PC parent about specific classrooms. Will discuss privately with Freddy.

IV. Adjourn

Discussion: Tad moved to adjourn The Board meeting.
Kim seconded.
Motion approved unanimously.
Elke called end of meeting at 6:23 pm.

Next meeting: July 11, 2023