

Mid-Columbia Children's Council, Inc.

Board Meeting Minutes

Location: Zoom Videoconferencing

July 7, 2023

Board Members:	Elke Geiger Cheryl Park Kim Granville Taylor	Maria Diaz Shawna Pruitt (Policy Council Chair) Barb Young
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Absent	Shannon O'Brien Tad Connors	Daniel Blevins
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Staff & Guests:	Freddy Gonzalez Ronda Hull Julia Ramirez	Collice Martens Joe Schmier
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Minutes by: Noelle Hanson

I. Call to Order

Discussion: Elke called zoom meeting to order at 5:30 p.m., quorum established.

Action: n/a

II. Approval of Agenda

Discussion: Reviewed July 11, 2023, Agenda

Action: Shawna moved to approve the July 11, 2023; Agenda as presented
Kim seconded.
Motion approved unanimously.

III. Introduction of Attendees

Discussion: Introductions of Board, staff and guests attending.

Action: n/a

IV. Updates and Public Comments

Discussion: n/a

Action: n/a

V. Directors Report

1. Funders Update

Discussion: We may need to update our Change in Scope plan pending OPK's decision to reduce slots. Our initial plan is to use all the slots and if they aren't available, this may need revised.

V. Directors Report

2. Admin Update

Discussion: • The new HR Director began working with us on July 3. The HR Manager and contracted recruiter separated from us in June. HR Manager position will be re-titled Generalist.

- Finance audit is ongoing in July and anticipate completing and presenting at August Board

V. Directors Report
3. Program update

Discussion: Early ECEAP in Goldendale open and running, as intended, with no waivers. Funders are very pleased. Working Connections funds are also received and qualify as childcare for these children. Need funds from both funders to fund all the positions it takes to operate all year round, 10-hour days, 5 days a week.

V. Directors Report
4. Information Items

Discussion: Reviewed informational documents attached

VI. Consent items:
a. Meeting Minutes – June 6, 2023

Discussion: Reviewed June 6, 2023, meeting minutes

Action: Cheryl moved to approve 2023 06.06 June Board Minutes as presented
 Shawna seconded.
 Motion approved unanimously.

VII. Old Business

Discussion: n/a

Action: n/a

VIII. New Business – Action item:
a. Request Approval of Financials: December, January, February & March 2023

Discussion:

- Financial drafts which had been previously reviewed by the Board, had not been approved for Dec – Feb. These were not finalized until the previous year was closed. Bringing forward December, January, February & March which had been approved by the Finance Committee last night.
- Overall, everything is trending appropriately per Barb Young, who explained some of the documents.
- Is spending heavier in all categories or in specific? Vehicle maintenance, laptops & training were higher, and spending will decrease in those areas.

Action: Shawna moved to Approve Financials: December, January, February & March 2023 as presented.
 Cheryl seconded.
 Motion approved unanimously.

VIII. New Business – Action Item:
b. Credit Card Report – March 2023

Discussion:

- Reviewed expenses

Action: Barb moved to approve the Credit Card Report – March 2023 as presented.
 Cheryl seconded.

Motion approved unanimously.

VIII.

New Business – Action Item:
c. Personnel Report – June 2023

- Discussion:
- Reviewed June Personnel Report
 - Open applicants had been over 100 open positions. Currently have 55 openings.
 - We recognize we are below competitive wages for teachers, bus drivers and other staff paying \$8-\$10 less than per hour and their benefits are equal or better, at other businesses.
 - Finding qualified rural staff that are able to fill the positions we have open pose difficulties.
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Action: Shawna moved to approve the Personnel Report – June 2023 as presented.
 Kim seconded.
 Motion approved unanimously.

VIII.

New Business – Action Item:
d. Revised Organizational Chart

- Discussion:
- This document has been reviewed by MCCC attorneys and Board before.
 - Seeking approval prior to Executive roles being filled so staff have consistent and easy to follow management roles and who to report to.
 - In case of incidents, there are multiple ways to communicate to the top of the organizational chart. This chart removes layers and confusion.
 - There is no change in our budget
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Action:

- The Board will continue to review and respond with any questions.
- Would like to revisit this at next month's Board meeting. This document is located in DropBox for the Board.

VIII.

New Business – Redacting COVID Policies

- Discussion:
- Reviewed Covid Guidance Policy which are no longer required and would like to redact the policy. This includes tracking staff with daily signing in and out, describing symptoms.
 - Our current Contagious Disease policy follows within the Covid, flu, etc. guidelines and we do not need a specific policy for a disease.
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Action: Kim moved to Redacting COVID Policies as presented.
 Shawna seconded.
 Motion approved unanimously.

VIII.

Discussion Items:
a. Board Recruitment

Action: Currently have 9 people on the Board. One person's term is coming up and will be resigning.
 Reminder to think about recruiting for required Board positions.

Discussion: n/a

VIII.

Discussion Items:

b. Leadership Positions

Action: Treasurer, Board Chair are upcoming positions available in October

Discussion: n/a

IX. Executive Session per ORS 192.660((2)i)

Action: Broke into executive session 6:25 pm.

Action: Broke out of executive session at 6:58 pm.

X. Adjourn Board meeting at 6:58 pm.

Next meeting: August 1, 2023