

Mid-Columbia Children's Council, Inc.

Board Meeting Minutes

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

August 1, 2023

Board Members: Elke Geiger
Shannon O'Brien
Barb Young
Cheryl Park

Maria Diaz
Shawna Pruitt (Policy Council Chair)
Kim Granville Taylor

Absent Daniel Blevins
Tad Connors

Staff & Guests: Freddy Gonzalez
Joe Schmier
Kerry Jo Osbourn
Salina Limones

Ronda Hull
Collice Martens
Julia Garcia Ramirez

Minutes by: Noelle Hanson

I.	Call to Order
Discussion:	Elke called zoom meeting to order at 5:31 p.m., quorum established.
II.	Approval of Agenda
Discussion:	Reviewed Agenda
Action:	Kim moved to approve the August 1, 2023; Agenda as presented Seconded by Maria. Motion approved unanimously.
III.	Introductions
Discussion:	Introductions of Board, staff and attending guests
IV.	Updates and Public Comments
Discussion:	n/a
V.	Consent Items a. Meeting Minutes for 07.11.2023
Discussion:	Updated wording of sentence to remove verbiage to "may need" revised under Directors Report, Funders Update.
Action	Kim moved to approve Meeting Minutes for July 11, 2023, with edit as noted in discussion. Barb seconded motion. Motion approved unanimously.
VI.	Directors Report / Informational

a. Director's Report

1. Funders Updates:
OPK reduced one 18 slot classroom. Swapped one OPK classroom to PSP funding in same location. Change of Scope is aligning with our plan.
CACFP: Point of Service meal counts has been identified and the process has been updated to submit to our specialist.
Staff wages were increased with COLA & QI funds. Leftover funds are to cover increasing employer taxes and fringe.
2. Pre-Service:
Any Board member is welcome to join.
3. Admin Update:
The Personnel Policy is being updated. There will be stand-alone documents prior to the entire Personnel Policy being completed.
The annual outside audit is being completed. The audit is still ongoing, and we are planning to have a Special Board meeting for the auditors to present the information to the Board.
4. Program Update:
Pre-Service is earlier this year to prevent cancellation of classes due to required beginning of year training.
5. Informational Items:
Reviewed listed items.
Barb clarified external audit is for FY November 21-November 22. Some updates needed to be made and that is why some of the information needed to be brought back to the Board.

VII. Old Business

a. Organizational Chart

Discussion: Will review previous Organizational Chart and current Draft Organizational Chart and revisit voting during next meeting.

Action: n/a

VIII. New Business – Action Items:

a. Financials to Approve: March, April & May 2023

Discussion: Budget to Actual will change due to COLA, ARP and CRRSA (Coronavirus Response and Relief Supplemental Appropriations) which will increase budget by about a million dollars.

Action: Cheryl moved to approve the Financial Statements for April and May due to March already being approved in last month's Board.
Barb seconded motion.
Motion approved unanimously.

b. Credit Card Report – April & May 2023

Discussion: March was already approved at the previous Board meeting. Reviewed April & May Credit Card reports.

Action:	Cheryl moved to approve the April & May Credit Card reports as presented. Shawna seconded. Motion approved unanimously.
c. Personnel Report – July 2023	
Discussion:	Reviewed Personnel Report
Action:	Kim moved to approve the Personnel Report as presented. Cheryl seconded. Motion approved unanimously.
d. AD – Volunteers and Practicum Students Policy	
Discussion:	Clarified definition of what defines a regular Volunteer, needing a background check, etc., who is doing anything a paid MCCC employee would do for a classroom. Reviewed Volunteers and Practicum Students Policy.
Action:	Kim moved to approve AD – Volunteers and Practicum Students Policy. Shawna seconded. Motion approved unanimously
e. Employee Dress and Appearance Policy	
Discussion:	Removed outdated language bringing policy up to current attire standards. Office staff and teaching staff have different standards due to safety and comfort working with children compared to office staff professionalism.
Action:	Kim moved to approve the Employee Dress and Appearance Policy as presented. Shawna seconded. Motion approved unanimously.
f. Change of Scope 2023 Request Narrative	
Discussion:	Narrative format required to submit to Region X. All the same information narrating objectives and including tables. The only change is the replacing OPK to PSP classroom.
Action:	Kim moved to approve the Change of Scope 2023 Request Narrative as presented. Shawna seconded. Motion approved unanimously.
g. Community and Parent Complaint Policy	
Discussion:	This is an ECEAP performance requirement to update process requirements and updated title. We are now posting the complaint process and submission information and, on our website, and in all facilities.
Action:	Shawna moved to approve the community and Parent Complaint Policy as presented. Kim seconded. Motion approved unanimously.
Discussion Items	
a. Continuation Grant	

Discussion:	Change of Scope has been approved so we are moving on to Continuation Grants for the Federal Government. This includes our self-assessments and annual reports which will be coming to the Board for approval.
Action:	n/a
b. Next Board Meeting in Person	
Discussion:	Our next Board meeting is scheduled in-person next month. It is the day after Labor Day. Discussed not having hybrid meetings. To do only Zoom and in-person. If we do not have quorum during the in-person, we can add a Zoom link.
Action:	n/a
IX.	Executive Session per ORS 192.660(2)(i)
Board meeting ended at 6:22 pm and Executive Session began.	
X.	Adjourn
Executive Session adjourned at 7:11 pm	

Next meeting at: 1100 E. Marina Way, Suite 104: September 5, 2023