

Mid-Columbia Children's Council, Inc.

Board Meeting Minutes

Location: Zoom Videoconferencing

October 3, 2023

Board Members: Daniel Blevins Maria Diaz
Shannon O'Brien Shawna Pruitt (Policy Council Chair)
Maria Diaz Barb Young (Treasurer)

Absent Kim Granville Taylor Cheryl Park

Staff & Guests: Freddy Gonzalez Ronda Hull
Collice Martens Jennifer Bouman-Steagall, Attorney
Joe Schmier

Minutes by: Noelle Hanson

I. Call to Order

Discussion: Barb called meeting to order at 5:47 p.m., quorum established.

II. Approval of Agenda

Discussion: Reviewed Agenda

Action: Shawna moved to approve the September 5, 2023, Agenda as presented
Seconded by Daniel.
Motion approved unanimously.

III. Introductions

Discussion: Jennifer Bouman-Steagall, MCCC's employment attorney

IV. Updates and Public Comments

Discussion: n/a

V. Board Positions

Discussion: In this meeting we need to vote for an interim Board Chair due to previous chair's resignation.
Daniel Blevins volunteered to hold the Interim Board Chair position.

Action: Barb moved to approve Daniel Blevins as Interim Board Chair.
Seconded by Shawna.
Motion approved unanimously.

VI. Consent Items
a. Meeting Minutes for 09.05.23

Discussion: Reviewed minutes

Action	Barb moved to approve Meeting Minutes for September 5, 2023, as presented. Seconded by Daniel. Motion approved unanimously.
VII.	Directors Report / Informational a. Director's Report
Discussion	<ol style="list-style-type: none"> 1. Trainings: We are having a four-day mandatory all staff training next week due to two supervision and one injury incident's which had to be reported to funders and licensing. We want to focus on training and prevention. 2. Human Resources: <ul style="list-style-type: none"> • MCCC Personnel Policy is being updated and with a first draft upcoming. • Performance Evaluations are also being reviewed and updated. This will need the Boards review and approval of the measurable scoring and introduction of a merit system. • HR is working with Truup, a human resources services provider, to ensure state and federal leave of absences are being followed. 3. Grant Renewals: <ul style="list-style-type: none"> • Grant documents are receiving their final edits. • The OPK Budget will need to be approved and signed before it can be uploaded to the system. 4. Reviews: Classroom Assessment Scoring (CLASS) monitoring review will be this month, October 23-27, 2023. 5. Informational Items: <ul style="list-style-type: none"> • In-Kind Forms • Board member attendance tracking
VIII.	Old Business a. Ratify approval of 2023 School Readiness Goals for Infant Toddler and Preschool
Discussion:	n/a
Action:	Daniel moved to approve ratification of 2023 School Readiness Goals for Infant Toddler and Preschool as presented. Shawna seconded motion. Motion approved unanimously.
IX.	New Business – Action Items: a. Financials – July 2023
Discussion:	n/a
Action:	Shawna moved to approve the July 2023 Financials as presented. Daniel seconded motion. Motion approved unanimously.
	b. Credit Card Report – July 2023

Discussion:	Finance reviewed line item of: Mid-Columbia Children's Council was applied correctly to Center Supplies.
Action:	Shawna moved to approve July 2023 Credit Card Report as presented. Daniel seconded motion. Motion approved unanimously.
c. Personnel Report – September 2023	
Discussion:	Joe Schmier reviewed the Personnel Report.
Action:	Shawna moved to approve the Personnel Report as presented. Daniel seconded motion. Motion approved unanimously.
d. Health & Safety Handbook	
Discussion:	This document replaces individual policies streamlining the handbook into one document. Shawna has already reviewed the document in Policy Council. Remaining Board would like to review the document and vote via email to ratify at next meeting or hold off to vote till the next meeting.
Action:	Information is available in DropBox and Daniel will send an email requesting vote.
Discussion Items a. n/a	
Discussion:	Elke Geiger's last day as Board Chair was, October 2, 2023. Barb Young's last day as Board Chair is October 3, 2023. She talked about the pleasure she has had serving on the Board and the confidence in our Executive Directors and staff.
Action:	
X.	Adjourn
Barb motioned to adjourn the October 3, 2023, Board meeting. Shawna seconded motion Meeting adjourned at 6:12 pm.	

Next meeting at: November 7, 2023

<https://us06web.zoom.us/j/83805442068?pwd=mnVZoR0TGenaYE0rYNo7fIBb3Jxl8G.1>