

Mid-Columbia Children's Council, Inc.

Board Meeting Minutes

Location: Zoom Videoconferencing

December 5, 2023

Board Members: Daniel Blevins
Shannon O'Brien
Kim Granville Taylor

Shawna Pruitt (Policy Council Chair)
Cheryl Park

Absent: Maria Diaz

Staff & Guests: Freddy Gonzalez
Collice Martens
Joe Schmier

Ronda Hull
Jennifer Bouman-Steagall, Attorney
Julia Gonzalez

Minutes by: Noelle Hanson

I. Call to Order

Discussion: Daniel called meeting to order at 5:34 p.m., quorum established.

II. Approval of Agenda

Discussion: Reviewed Agenda

Action: Kim moved to approve the December 5, 2023; Agenda as presented
Seconded by Shawna.
Motion approved unanimously.

III. Introductions

Discussion: n/a

IV. Updates and Public Comments

Discussion: n/a

V. Consent Items
a. Meeting Minutes for 11.07.23

Discussion: Reviewed minutes with correction of typo of extra character ".y." which needs to be deleted.

Action: Kim moved to approve Meeting Minutes for November 7, 2023, with noted correction.
Seconded by Cheryl.
Motion approved unanimously.

VI. Directors Report / Informational
a. Director's Report

Discussion	<ol style="list-style-type: none"> 1. Grant Renewals: All grant renewals are completed. We have received the Notice of Award for our federal slots. Change of Scope is still under review. OPK finally released their amended agreement with an 11.2 % increase in funding. The funding is to be used for wages and inflation. 2. CLASS Review: Our scores were above the national average even with so many new classroom employees. 3. Human Resources: The final open HR position has been filled and she will be working on the many different changes in processes we have implemented. One HR project is converting many of our employees from exempt to nonexempt. This is because Washington has been increasing the minimum wage an employee can make as an exempt employee, and the amount exceeds the majority of our managers. All staff are not to be working overtime unless it has been approved. Overtime approval begins with Julia and Ronda. Final approval is from Freddy. There is no change in authority for staff who went from exempt to hourly. There will only be four exempt positions within our agency. 4. Proposed Rule Change: Office of Head Start sent out a notification of a Proposed Rule Change. The main change which will impact our agency is the proposed rule which has all employees needing to make a living wage for our area and teachers need to make what school district teachers make in our area. This new rule may not come with additional funding. 5. Out of Compliance Letter: In September, we had an incident where a child left a classroom without supervision. We self-reported the incident, shut down classes and had all staff training in October to train staff. From the incident, we have now received a letter of Out of Compliance. We will need to speak with Region X and possibly create a Corrective Action Plan which prevents incidents like this from happening. We have already identified areas in need of improvement and begun Active Supervision training. This is trained by Ronda on a consistent regular schedule. Additionally, we are implementing a longer onboarding training plan for new staff. 6. Information Items: <ol style="list-style-type: none"> a. Notice of Award b. CLASS results letter c. Proposed rule changes d. Out of compliance letter
VII.	<p>Old Business</p> <ol style="list-style-type: none"> a. Ratify Stipend Pilot
Discussion:	n/a
Action:	<p>Shannon moved to approve ratification Ratify Stipend Pilot presented. Shawna seconded motion. Motion approved unanimously.</p>
VIII.	<p>New Business – Action Items:</p> <ol style="list-style-type: none"> a. Financials – 09.2023 Financials with 08 and 09.2023 Credit Card
Discussion:	Daniel presented:

- The format has been updated and how it's being presented. This is a cleaner and easier presentation of information.
- Budget and admin percentages are identified.
- Spending is where it should be, and Finance Committee is happy where everything is.

Freddy & Collice presented:

- Reports are showing 3-month glances to show trends instead of comparing months from this year and last year, which had no comparison to each other.
- Reporting 3-month glance of HS to the budget. Reporting 3-month glance of OPK. As the year grows, will have more data to report side by side. This information is helpful for the Board as well as internally.
- Board will have the approved financials uploaded to DropBox after Finance meeting to have ample review time.

Action: Shawna moved to approve the 09.2023 Financials with 08.2023 and 09.2023 Credit Card as presented.
Kim seconded motion.
Motion approved unanimously.

b. Personnel Report – September 2023

Discussion: Joe Schmier reviewed the Personnel Report.

- Teaching shortage is recognized in both public schools and for the agency.
- Children's negative behavior is more challenging than ever in all grade levels.
- Cheryl is going to do some research on caring for the people who care for the children. Also, what is occurring with other areas.

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

c. Equity Policy

Discussion: The update is to make our agency compliant with ECEAP regulations. It required a list of specific protected classes in our policy. This policy change makes it ECEAP compliant.

- Julia will present the policy to the Diversity, Equity & Inclusion Committee about what as an agency can improve upon these.
- After review from DEI Committee this will be re-presented to the Board for approval.

Action: Kim moved to accept the Equity Policy as presented.
Cheryl seconded motion.
Motion approved unanimously.

d. EN – Eligibility and Selection Criteria for Enrollment Policy

Discussion: Reviewed edits. Annual update of EN – Eligibility and Selection Criteria for Enrollment Policy.

Action: Kim moved to accept EN – Eligibility and Selection Criteria for Enrollment Policy as presented.

	Shawna seconded motion. Motion approved unanimously.
	Discussion Items a. Board meeting structure
Discussion:	<p>What would the board like to see changed?</p> <ul style="list-style-type: none"> • Board liked meeting in person quarterly at centers. Some Board members do not drive in the dark. Would like Zoom option. • Sending Director's Report information throughout the month to the board so they know more of what is ongoing. More information is better.
Action:	<ul style="list-style-type: none"> • Freddy will create a draft calendar for onsite visits. • Center Coordinator volunteers to attend/present via Zoom monthly and will have scheduled in person meetings at sites.
	Open Agenda
	<ul style="list-style-type: none"> • Attorney follow up has not continued since Cheryl and Elke spoke with an attorney. Tad cannot provide Board support. Cheryl will reach out to Tad for additional attorney volunteer names. • Cheryl is concerned about staff and would like to know how they experience a day and what is missing in support of what they need. Even if it may not be something we can provide. Feels like there are solutions out there. She would like the board to provide more support.
	b. Executive Session per ORS § ORS 192.660(i)
	<p>Board meeting ended at 7:04 pm and began Executive Session per ORS § ORS 192.660(i) at 7:05 pm.</p> <p>Executive Session ended at 7:33 pm. and began re-began public session.</p>
Action:	<p>Kim moved to increase Freddy's salary 5%, retroactively dating back to July 1, 2023.</p> <p>Cheryl seconded motion.</p> <p>Motional approved unanimously.</p>
IX.	Adjourn
	<p>Kim motioned to adjourn the November 7, 2023, Board meeting.</p> <p>Cheryl seconded motion</p> <p>Meeting adjourned at 7:36 pm.</p>

Next meeting: rescheduled to January 11, 2024