

Mid-Columbia Children's Council, Inc.

Board Meeting Minutes

Location: Zoom Videoconferencing

April 2, 2024

Board Members: Daniel Blevins, Interim Board Chair Shawna Pruitt, Policy Council Chair
Rich Polkinghorn Cheryl Park
Kim Granville Taylor Shannon O'Brien
Chelsea Ruder

Absent: n/a

Staff & Guests: Freddy Gonzalez, Executive Director Jennifer Bouman-Steagall, Attorney
Ronda Hull, Associate Executive Dir. Collice Martens, Finance Director
Joe Schmier, HR Director Tamra Taylor, staff
Julia Garcia Ramirez, staff Katie Sheffield
Kris Oliveira Kern & Thompson Auditors
Kern & Thompson Auditors

Minutes by: Noelle Hanson

I. Call to Order

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

II. Agenda

Discussion: Reviewed Agenda.

Action: Kim moved to approve the April 2, 2024; Agenda as presented.
Seconded by Cheryl.
Motion approved unanimously.

III. Introductions

Action: Introduction of Board of Directors, staff and auditors presenting from Kern & Thompson Auditors.

IV. Updates and Public Comments

Discussion: not applicable (n/a)

V. Consent Items

a. Meeting Minutes for 03.05.2024

Discussion: Reviewed minutes.

Action: Shawna moved to approve the Meeting Minutes for 03.05.2024, as presented.
Seconded by Chelsea.

Motion approved unanimously.

Consent Items

b. Special Board Meeting Minutes 03.13.2024

Discussion: Reviewed minutes.

Action: Shawna moved to approve the Special Board Meeting Minutes 03.13.2024, as presented.
Seconded by Cheryl.
Motion approved unanimously.

Directors Report / Informational

VI.

- a. Director's Report
- b. Information Items
- c. Dashboard

Discussion: a. Director's Report

- **Program Report:**
Ronda presented. Board requested when presenting, use measurable data. For example, they want to know the percentage of the current classroom open, while we are working at building our openings, to offer assistance and support.
- **Finance Report:**
Collice presented. FYE22 Audit, Freddy clarified to the Board, the Interim Finance Director had been filling in for one month and was working from previous administrations work. Most of the delinquent work, from the audit, had not been completed by the previously departed CFO. Additionally, due to the auditors experiencing difficulty from our previous administration, MCCC was considered "high risk," and double auditable materials were pulled than typical.
The Board would prefer to have the Finance Report when the Financials and Credit Card Report are presented.
- **Human Resources Report:**
Joe presented. The Board would prefer to have this information presented when the Personnel Report is presented.
- **Agency/Executive Director Goals and Updates:**
Freddy presented. The Board would like Freddy to boast his accomplishments.

b. Informational Items
Attendance Tracking 2023-2024
Training Tracking Board 2023-2024

c. Dashboard
Viewed information.

Old Business	
VII.	<ul style="list-style-type: none"> a. Financials – October 2023, November 2023, December 2023 b. Credit Card Report – October 2023, November 2023 & December 2023 c. Personnel Report – January 2024 & February 2024 d. Salary Schedule Revision e. New Board Member Directors: C. Ruder & R. Polkinghorn
Discussion:	This information was approved via email and needs ratified.
Action:	<p>Kim moved to approve the Financials – October 2023, November 2023, December 2023, Credit Card Report – October 2023, November 2023 & December 2023, Personnel Report – January 2024 & February 2024, Salary Schedule Revision, New Board Member Directors: C. Ruder & R. Polkinghorn, as presented.</p> <p>Seconded by Shawna. Motion approved unanimously.</p>
New Business – Action Items	
VIII.	<ul style="list-style-type: none"> a. Financials – January 2024
Discussion:	Financials reviewed.
Action:	<p>Shawna moved to approve the Financials – January 2024, as presented.</p> <p>Seconded by Rich. Motion approved unanimously.</p>
b. Credit Card Report – January 2024	
Discussion:	Credit card report reviewed. Though not yet presented, we are current with credit card payments.
Action:	<p>Kim moved to approve the Credit Card Report – January 2024, as presented.</p> <p>Seconded by Cheryl. Motion approved unanimously.</p>
c. Personnel Report – March 2024	
Discussion:	Personnel Report reviewed.
Action:	<p>Shawna moved to approve the Personnel Report – March 2024, as presented.</p> <p>Seconded by Chelsea. Motion approved unanimously.</p>
New Business – Discussion Items	
IX.	<ul style="list-style-type: none"> a. Board Applicant: A. Phelps
Discussion:	<p>MCCC received a new Board applicant who lives outside of our service area. Advised by attorney, Jennifer Bouman-Steagall, that having a Board member reside outside of the service area goes against our Performance Standards applicable to our agency and our Board By-Laws. The board was dismayed yet understood this is unallowable.</p>
Action:	Daniel will notify the Board applicant.

b. MCCC email for Board and iPads

Freddy will provide iPads, as needed, for the Board's use. These have already been purchased.

Freddy will set up an MCCC email for the Board Members. All Board members except for Cheryl would like one. Cheryl already has a dedicated Gmail account for MCCC.

X. Open Discussion

Discussion: Please track In-Kind hours for April.

XI. Adjourn

Kim moved to adjourn the Board meeting.

Seconded by Shawna

Meeting adjourned at 8:04 pm

Next meeting: May 7, 2024