



## BOARD of DIRECTORS MEETING MINUTES

October 1, 2024, rescheduled to October 17, 2024

5:30-7:00 pm

via Zoom

Board Members: Chelsea Ruder  
Shawna Pruitt, Policy Council Chair  
Daniel Blevins, Interim Board Chair

Shannon O'Brien  
Kim Granville

Absent Members: Vicky Waterbury

Rich Polkinghorn

Staff & Guests: Freddy Gonzalez, Executive Director  
Joe Schmier  
Jennifer Bouman-Steagall, Attorney

Ronda Hull  
Noelle Hanson

Minutes by: Noelle Hanson

I.	Call to Order
Discussion	Daniel called the meeting to order at 5:42pm, with quorum established.
II.	Agenda
Discussion	Reviewed Agenda
Action:	Kim moved to approve the October 17, 2024; Agenda as presented. Seconded by Shawna. Motion approved unanimously.
III.	Introductions
Action	not applicable (n/a)
IV.	Updates and Public Comments
Discussion	n/a
V	Consent items
	a. Meeting Minutes for September 3, 2024
Discussion	Minutes reviewed.
Action	Kim moved to approve the minutes Meeting Minutes for September 3, 2024, as presented. Seconded by Shawna. Motion approved unanimously.

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VI.	Director's Report / Informational
	a. Director's Report
	b. Informational Items
	c. Dashboard
Discussion	a. Focusing on utilizing tools to re-educate the public of MCCC & Head Start's value. Community partnership was lost with previous administration resulting in losing classroom location within HR public school with 1 week notice. Rebuilding with all the school districts, EI, ESD, and HUB. Goals are similar with community partners and working on strengthening the community presence for any child, regardless of who is providing the funding. We want to educate communities we are within and if they want to be a partner to work for or with us is a focal point. Freddy will add to the Director's Report community outreach focus and actions. Director's Report reviewed.
	a. Reviewed & available
	b. Reviewed & available
VII.	Old Business
	a. n/a
Discussion	n/a
VIII.	New Business
	Action Items
	a. Financials – July 2024
Discussion	Daniel Blevins reported on the July 2024 Financials.
Action	Shawna moved to approve the Financials – July 2024, as presented. Seconded by Kim. Motion approved unanimously.
	b. Personnel Report – September 2024
Discussion	Jobs are posted on Billboards, Facebook, Movie Theaters, Website & Indeed. Will be utilizing unemployment offices as well. We utilize Ryan Rusco from CGCC for recruiting and he also speaks with new staff onboarding and at pre-service about building their education from within our company. Joe Schmier reviewed the Personnel Report.
Action	Kim moved to approve the Personnel Report – July 2024, as presented. Seconded by Vicky.

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Motion approved unanimously.

### c. Board By-Laws

Discussion: There were no suggested updates from the Board.

Action: Recommended to leave unchanged and “as is”.

### Discussion Items

#### 1. Active Supervision Plan / Process

- Ronda spoke about the incident of a child leaving the area and playing on the Westside playground.
- This was reviewed with the Office of Head Start, we were able to walk through the steps and training we are utilizing and what steps are in place to prevent the issue. We will continue to train and have more dialog of staff communication (cross talk) when helping injured children or are distracted, to ensure communication.
- We changed our counting of children by overlapping each staff who are in zones, so they are counting every 10 minutes, but person has a different 10-minute start time.
- OHS felt our follow-up was flawless and will close the incident.
- Parents understood the incident; it happens to them as well.
- This update went on to all staff Active Supervision Plans and implemented company wide.
- We will support our staff being disciplined for not following Standards of Conduct. This was a new staff member and we want to make sure they are supported and not feel they should leave employment when an incident happens.

#### 2. MCCC email status check

Discussion It is working fine. iPads are not working with Zoom but can use to view documents.

#### 3. Exchanging personal email to MCCC email in DropBox

Discussion We will update DropBox to use the MCCC email addresses rather than personal email addresses.

#### 4. Financials, Credit Card Report & Personnel Report restored to Consent items

Discussion A vote is not needed to approve them. They are FYI documents.  
A vote is needed if there is a change of something that is an *action* and then a Board vote is required.

### IX. Open Agenda

- Next month, there will be additional policy updates. They will be uploaded to DropBox by Monday.
- Board elections will be at the November meeting.

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X.	Adjourn
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Kim motioned to Adjourn October 17, 2024, Board of Directors Meeting.

Seconded by Chelsea.

Motion to adjourn approved unanimously at 6:33pm.

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**Next Board Meeting: November 5, 2024**