

Mid-Columbia Children's Council, Inc.

Board Meeting Minutes

Location: Zoom Videoconferencing

February 4<sup>th</sup>, 2025

Board Members: Rich Polkinghorn - Chair  
Kim Granville

Chelsea Ruder  
Shannon O'Brien  
Shawna Pruitt

Absent: Kaelene Sanders – Policy Council  
Chair  
Daniel Blevins, Treasurer

Vicky Waterbury

Staff & Guests: Freddy Gonzalez, Executive Director  
Noelle Hanson, Executive assistant  
Ronda Hull, Associate Exec. Director  
Ellie Dirks, Health and safety Manager

Jenny Garcia- Admin. assistant  
Jennifer Bouman-Steagall, Attorney  
Joe Schmier, HR Director  
Misty Ferres, Childcare director  
Jennifer Baumberger

Minutes by: Jenny Garica

I. Call to Order

Discussion: Rich Polkinghorn called the meeting to order at 5:35 p.m., quorum established.

II. Agenda

Discussion: Agenda discussed

Action Motioned by Shawna, second by Kim.  
Motion approved unanimously.

III. Introductions

Discussion: All attendees introduced themselves

IV. Directors Report / Informational

Discussion The Director's Report, presented by Freddy Gonzalez (Executive Director), focuses on the medication incidents at the Goldendale site, the response taken, and overall safety improvements across MCCC locations. The report also covered staffing changes, updated policies, and the organization's efforts to regain trust with families and employees.  
no clear source of med. Identified  
Facility has been cleaned and reorganized  
Cameras have been installed at the GD site and are fully operational  
Site manager for GD has been reassigned to a non-supervisory role

Personnel report, Presented by Joe Schmier (Human Resource Director),  
 Staff transfers and changes:

- Ellen Goldendale site manager moved to CO
- One HR employee reassigned
- Andy Perrault, previously a teacher at Country Club, transitioned from Site Manager back to a teaching position.

Hiring challenges:

- 24 open positions; effort underway to improve recruitment
- Contracted with a recruiter to assist in staffing- recruiter is expected to introduce new hiring efforts and expand recruitment channels
- Exploring retention programs to keep current employees engaged

Goal: Increase candidate pipeline and reduce vacancy rates

Health and Safety Handbook Updates, presented by Ellie Dirks (Health and Safety Manager)  
 Discussed updates made to strengthen processes with incidents involving children.

Oregon CACFP Review Results, Presented by Ellie Dirks  
 Reviewed document provided by the state. Corrections identified are clerical errors or minimal. A Corrective Action Plan will be created and sent to the board.

Action:	n/a
V.	Consent Items <ul style="list-style-type: none"> <li>a. Meeting Minutes for January 7, 2025</li> <li>b. Financials – November 2024</li> <li>c. Credit Card Report – November 2024</li> </ul>
Discussion:	Typo in the minutes mentioned. Makes the section confusing and should be fixed
Action:	Motion to approve consent agenda with correction made to minutes by Kim, Shannon second. Motion approved unanimously
VI.	Updates and Public Comments:
Action:	n/a
Discussion:	n/a
VII.	Old Business
Action:	n/a
Discussion:	n/a
VIII.	New Business – Action Items <ul style="list-style-type: none"> <li>a. Board Member Application (Jennifer Bomberger) -</li> </ul>

Discussion:	<ul style="list-style-type: none"> <li>Jennifer Bomberger applied to be a new board member- application was reviewed and discussed.</li> </ul>
Action:	Motion to approve her appointment was made by Kim Granville, Seconded by Shawna Pruitt. Motion approved unanimously
VIII.	b. Salary Schedule Update -
Discussion:	<ul style="list-style-type: none"> <li>Salary Schedule updated. Adjustments were made to reflect a 2.25% increase from Change in Scope Request.</li> </ul>
Action:	Motion to approve by Shawna second by Kim. Motion approved unanimously
VIII.	c. Video Surveillance Policy -
Discussion:	<ul style="list-style-type: none"> <li>MCCC recently installed cameras at multiple locations, requiring a formal policy to regulate access and usage</li> <li>policy was created to define who has access, where cameras can be placed and how footage is stored</li> <li>Cameras installed at key sites</li> <li>Only three administrators have access</li> <li>video retained for 30 days</li> </ul>
Action:	<ul style="list-style-type: none"> <li>The motion was made by Chelsea and seconded by Shawna Pruitt. Motion approved unanimously</li> </ul>
VIII.	d. Compensation Policy Updates -
Discussion:	<ul style="list-style-type: none"> <li>Clarified cell phone reimbursement</li> <li>Employees receiving a phone stipend must agree to have their cell phone number published in the internal directory</li> <li>Clarifies eligibility for reimbursement and standardized the process for requesting it</li> </ul>
Action:	Motion made by Chelsea, seconded by Kim. Motion approved unanimously
VIII.	e. PTO Policy Updates -
Discussion:	<ul style="list-style-type: none"> <li>updated paid time off (PTO) language for transparency</li> <li>No actual changes were made to PTO Rules</li> <li>Update was meant to clarify language and ensure policy reflects current practices</li> </ul>
Action:	Motion by Kim, Seconded by Shawna. Motion approved unanimously
IX.	Open Agenda
Discussion:	n/a

X.	Executive Session (ORS 192.660(5))
Action:	Moved into Session at 6:30 pm Kim motioned second by Shawna. Motion approved unanimously Moved back into public session at 6:53 Kim motioned, and Shannon seconded. Motion approved unanimously
XI.	Adjourn
Action:	Kim moved to adjourn the Board meeting, Second by Chelsea. Motion approved unanimously Meeting adjourned at: 6:54 PM

Next meeting:  
March 4<sup>th</sup>, 2025