



BOARD of DIRECTORS MEETING MINUTES

November 5, 2024
via Zoom

Board Members: Kaelene Sanders, Policy Council Chair
Daniel Blevins, Interim Board Chair
Shannon O'Brien
Kim Granville
Rich Polkinghorn
Vicky Waterbury

Absent Members: Chelsea Ruder

Staff & Guests: Freddy Gonzalez, Executive Director
Joe Schmier, staff
Jennifer Bouman-Steagall, Attorney
Karen Porter, staff
Ronda Hull, staff
Noelle Hanson, staff
Shawna Pruitt, guest

Minutes by: Noelle Hanson

I.	Call to Order
Discussion	Daniel called the meeting to order at 5:59 pm, with quorum established.
II.	Agenda
Discussion	Reviewed Agenda
Action:	Kim moved to Approve to the November 5, 2024; Agenda as presented. Seconded by Vicky. Motion approved unanimously.
III.	Introductions
Action	Introductions included the new Policy Council Chair, Kaelene Sanders and parent guest, Shawna Pruitt
IV.	Updates and Public Comments
Discussion	n/a
V	Consent items
	a. Meeting Minutes for October 1, 2024
Discussion	Minutes reviewed.
Action	Kim moved to consent to the minutes Meeting Minutes for October 1, 2024, as presented. Seconded by Kaelene. Motion to consent unanimously.

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b. Financials – September 2024

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| Discussion | Daniel presented a review of the September 2024 Financials from October 31, 2024, Finance Meeting.
Financials reviewed. |
| Action | Vicky moved to accept to approve the Financials from September 2024.
Seconded by Kim.
Motion to consent unanimously. |

c. Credit Card Report – July 2024 & August 2024

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| Discussion | <ul style="list-style-type: none">Proximity door alarms purchased were purchased for all sites based off our Corrective Action. They had to have consistent style, notification sound and installation at all sites. We had to show this was complete for the Federal Walk Through.Auto detailing was for 20 staff vehicles used throughout all sites. Vehicles are used for medical appointments, transporting meals, transporting families and home visits.Credit Card Reports reviewed for July & August 2024. |
| Action | Rich moved to accept the Credit Card Report for July 2024 and August 2024.
Seconded by Kim.
Motion to consent unanimously. |

d. Personnel Report – October 2024

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| Discussion | Personnel Report reviewed. |
| Action | No action needed by the Board. Going forward will vote for Consent Items in its entirety instead of individually. |

VI. Director's Report / Informational

- a. Director's Report
- b. Informational Items

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| Discussion | <ul style="list-style-type: none">Health Services Advisory Committee (HSAC) was last week. Largest turnout in years which was spearheaded by our staff Health & Safety Manager, Ellie Dirks.Have met with our Early Learning Hub. The Hub is affiliated with Preschool promise slots in our communities. We hope to align our efforts to not saturate the areas, instead focusing where the biggest needs are. We have the same goals of serving our communities and working together. |
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- Working with the superintendent of Hood River County School District (HRCSD) to align goals to not over saturate due to HRVSD having its own preschool funding which would impact both agencies.
- Twice a month Dental Services have been set up for families who are on Oregon Health Plan (OHP) and are assigned to Capitol Dental. This will occur at our Dalles site providing a full dental exam including x-rays, cleaning and non-invasive treatment. This will be overseen by a dentist reviewing records. This service is provided for children who do not have a dental home or on a waiting list at Capital Dental. Families struggle finding dentists for their children in our communities.
- Director’s Report reviewed.
- Information Items are available in DropBox

VII. Old Business
a. n/a

Discussion n/a

VIII. New Business
Action Items
a. ERSEA Training & EN – Eligibility and Selection Criteria Policy

- Discussion
- Karen provided annual Early Childhood Education & Assistance Program (ERSEA) Training to all Board members attending.
 - Reviewed revisions to EN – Eligibility and Selection Criteria Policy.

Action
Kim moved to approve the EN – Eligibility and election Criteria Policy, as presented.
Seconded by Vicky.
Motion approved unanimously.

b. HR – Standards of Conduct Policy

Discussion
This policy was updated to changes in Head Start Performance Standards.
Changes reviewed.

Action
Kim moved to approve HR – Standards of Policy, as presented.
Seconded by Vicky.
Motion approved unanimously.

c. HR – Social Media Policy

- Discussion
- Updated to include instructions on how to post on social media.
 - Joe will look into insurance liability discounts for having policies and training to mitigate risk.

Action
Rich moved to approve HR – Social Media Policy, as presented.
Seconded by Vicky.

Mid-Columbia Children's Council



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November 5, 2024
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Motion approved unanimously.

d. HR – Compensation Policy

Discussion

- Removed the temporary \$30 per day travel stipend and made it permanent.
- Added compensation to Spanish speaking employees who past a competency test which adds 6% to their pay.
- Adding employee referral program. Must be stated on application.

Action

Rich moved to approve HR – Compensation Policy, as presented.
Seconded by Kim.
Motion approved unanimously.

e. New Board of Directors Applicant: Shawna. Pruitt

Discussion

Past Policy Council parent and current EHS & HS parent applied.

Action

Kim moved to approve the New Board of Directors Applicant: Shawna Pruitt, as presented.
Seconded by Rich.
Motion approved unanimously.

f. Board Elections

Discussion

- Board positions need to be filled, based on Roberts Rule of Order.
- Reviewed Board positions & duties.
- Secretary: Kim will continue in the position with no challenges.
- Treasurer: Daniel will continue in the position with no challenges.
- Chair: Rich volunteered for position with no challenges.
- Vice Chair: Shawna volunteered for position with no challenges.

Action

Motion approved unanimously.

Discussion Items

1. n/a

Discussion

n/a

IX.

Open Agenda

- December’s Board meeting is scheduled to be in-person.
- The Board decided not to hold the in-person meetings in December, January or February.
- March 4, 2024, will be the next quarterly in-person meeting.

X.

Adjourn

Kim motioned to Adjourn the November 5, 2024, Board of Directors Meeting.
Seconded by Vicky.
Motion to adjourn approved unanimously at 6:56 pm.

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Next Board Meeting: December 3, 2024