



## BOARD of DIRECTORS MEETING MINUTES

September 2, 2025  
via Zoom

Board Members: Kaelene Sanders, PC Chair                      Rich Polkinghorn, Chair  
Daniel Blevins, Treasurer    Jennifer Bomberger  
Shawna Pruitt, Vice Chair

Absent Members: Vicky Waterbury                                      Chelsea Ruder

Staff & Guests: Freddy Gonzalez, Executive Director              Ronda Hull, Assoc. Executive Director  
Noelle Hanson, staff    Joe Schmier, Finance Director

Minutes by: Noelle Hanson

### I. Call to Order

Discussion: Rich called the meeting to order at 5:34 pm, with quorum established.

### II. Agenda

Discussion: Reviewed Agenda

Action: Shawna motioned to adopt September 2, 2025; Agenda as presented.  
            Seconded by Daniel.  
            Motion approved unanimously.

### III. Introductions

Action: n/a

### IV. Updates and Public Comments

Action: none

### V. Director's Report / Informational

Discussion: a. Director's Report  
                  b. Personnel Report – July 2025 & August 2025  
                  c. Informational Items

### VI. Consent Items

a. Financials – May 2025  
b. Credit Card Report – May 2025

Discussion: • n/a

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#### Mid-Columbia Children's Council

1100 E. Marina Way, Suite 215  
Hood River, OR 97031  
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| Action:     | Shawna motioned to approve the Consent Items as presented.<br>Seconded by Kaelene.<br>Motion approved unanimously.   |
| VII.        | Old Business<br>a. Meeting Minutes – July 3, 2025<br>b. Financials – May 2025<br>c. Credit Card Report – May 2025  |
| Discussion: | a. Reviewed<br>b. Daniel presented Financials – May 2025 with no anomalies to report.<br>c. Daniel presented the Credit Card Report – May 2025   |
| Action:     | n/a  |
| VIII.       | New Business – Action Items<br>a. 2025-2030 Baseline Grant Narrative   |
| Action:     | <ul style="list-style-type: none"><li>This narrative is connected to the Head Start and Early Head Start budget presented in section VIII.d.</li><li>The Compensation Committee had met to get staff salaries more aligned with K-12 salaries and the board inquired to see if this has helped with recruiting staff. Freddy reported that salary information will be tracked and reported on. The previous administration had a 7-year goal to reach equal salaries but with the flat funding of our current administration, this requirement may not need to be implemented.</li></ul> |
| Discussion: | Shawna motioned to approve the 2025-2030 School Readiness Goals as presented.<br>Seconded by Kaelene.<br>Motion approved unanimously.  |
| VIII.       | New Business – Action Items<br>b. 2025-2030 School Readiness Goals   |
| Discussion: | <ul style="list-style-type: none"><li>These are done annually and broken out into infants and toddlers.</li><li>We asked parents, staff and board members what they feel is a priority. From this, goals were created, and from there we will align with our 5-year goals and have self-assessments, input, and progress reports so our goals are cohesive, and data driven.</li></ul>   |
| Action:     | Shawna motioned to approve the 2025-2030 School Readiness Goals as presented.<br>Seconded by Daniel.<br>Motion approved unanimously.   |
| VIII.       | New Business – Action Items<br>c. HR – Harassment and Discrimination Policy  |

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| Discussion: | This policy was edited by our attorney to meet both Federal and State requirements.   |
| Action:     | Shawna motioned to approve the HR – Harassment and Discrimination Policy, as presented.<br>Seconded by Jennifer.<br>Motion approved unanimously.  |
| VIII.       | New Business – Action Items<br>d. 2025-2026 Head Start (HS) & Early Head Start (EHS) Budget   |
| Discussion: | <ul style="list-style-type: none"><li>• This is a summary of our revised Head Start &amp; Early Head Start budget.</li><li>• This was pulled from actuals from the past few years for more accuracy.</li><li>• This budget also projects an increase in medical insurance for staff, other insurance, liabilities and a van replacement.</li><li>• This budget begins December 1, 2025, through November 30, 2026.</li><li>• Once the budget is effective, Freddy will be clarifying the process for budget amendments.</li></ul> |
| Action:     | Shawna moved to approve the 2025-2026 Head Start & Early Head Start Budget.<br>Seconded by Kaelene.<br>Motion approved unanimously.   |
| VIII.       | Discussion Items<br>1. Board Communication  |
| Discussion: | Noelle will use group text messages for Board Meeting reminders and quorum confirmations.   |
| IX.         | Executive Session per ORS § ORS 192.660(h)  |
|             | Board moved to Executive Session at 6:15pm.   |
|             | Board adjourned Executive Session at 6:27pm.  |
| IX.         | Adjourn   |
| Action:     | Jennifer moved to adjourn the Board Meeting.<br>Seconded by Shawna.<br>The Board Meeting was adjourned at 6:28pm.   |

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