



BOARD of DIRECTORS MEETING MINUTES

October 7, 2025

via Zoom

Board Members: Shawna Pruitt, Vice Chair
Chelsea Ruder
Daniel Blevins, Treasurer

Rich Polkinghorn, Chair
Jennifer Bomberger

Absent Members: Vicky Waterbury

Staff & Guests: Freddy Gonzalez, Executive Director
Noelle Hanson, staff

Ronda Hull, Assoc. Executive Director
Vanessa Cervantes, staff

Minutes by: Noelle Hanson

I	Call to Order
Discussion:	Rich called the meeting to order at 5:31 pm, with quorum established.
II	Agenda
Discussion:	Reviewed Agenda
Action:	Shawna motioned to adopt October 7, 2025; Agenda as presented. Seconded by Jennifer. Motion approved unanimously.
III	Introductions
Action:	n/a
IV	Updates and Public Comments
Action:	none
V	Director's Report / Informational
Discussion:	<ul style="list-style-type: none"> a. Director's Report <ul style="list-style-type: none"> • Freddy, Ronda & Joe will be meeting to map out the unpaid leave plan for Central Office. b. Personnel Report – September 2025 <ul style="list-style-type: none"> • Presented by Vanessa Cervantes c. Informational Items
VI	Consent Items
	<ul style="list-style-type: none"> a. Meeting Minutes – September 2, 2025 b. Financials – July 2025 c. Credit Card Report – July 2025

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Discussion: • n/a

Action: Jennifer motioned to approve the Consent Items as presented.
Seconded by Dan.
Motion approved unanimously.

VII. Old Business
a. n/a

Discussion: n/a

Action: n/a

VIII. New Business – Action Items
a. Time Keeping and Attendance Policy

Discussion: Changes are to Exempt staff. Exempt staff were only allowed to take 8-hour PTO and now they may take it in 4-hour increments.

Action: Chelsea motioned to approve the Time Keeping and Attendance Policy as presented.
Seconded by Dan .
Motion approved unanimously.

VIII. Discussion Items
a. Required Annual Training
1. Confidentiality
2. Mandated Reporting

Discussion: It is time to renew annual required training. Please send any current proof of training to Noelle. This will also include Civil Rights (USDA) training. ERSEA training will be done via Zoom with Karen Porter.
Board would like links of required training.
Noelle will work on a table of required training and their links.

VIII. Discussion Items
b. Data Dashboard

Discussion: Ronda and her team will develop a new data dashboard format. Chelsea has offered her services to assist. She has volunteered to join Ronda’s Tuesday afternoon staff meeting to help streamline the dashboard to make it easier to follow.

IX. Open Agenda

- Board By-Laws need reviewed. Noelle will put in Drop Box for Board to review.
- Board elections are next month.

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X.	Adjourn
Action:	Shawna moved to adjourn the Board Meeting. Seconded by Chelsea. The Board Meeting was adjourned at 6:01pm.