

MENDOCINO COUNTY YOUTH PROJECT
Board of Directors
Meeting Minutes
November 16th, 2016 Wednesday

BOARD MEMBERS ATTENDING: (=PRESENT, =ABSENT)

Jim Brown, CHAIR
 Chris Dewey, Alt.

Warren Galletti
 Antonio Lopez, Alt.

Miles Clark
 Brent Cushenbery, Alt

Rebecca Walker
 Caroline Carine, Alt.

Mark Westerburg
 Alternate

Jason Iversen
 Beth Kirkley, Alt.

STAFF PRESENT: Joanna Olson, Executive Director; Mandie Rojas, CFO; Randi Sanchez, HR Manager

CALL TO ORDER Jim Brown called the meeting to order at 7:46 am.

PUBLIC INPUT

None

PAST MINUTES/AGENDA

- Approval of October 19, 2016 minutes (Jason Iversen motions to approve, Miles Clark seconds)
- Approval of November 16, 2016 agenda (Jason Iversen motions to approve, Mark Westerburg seconds)

EXECUTIVE DIRECTOR & PROGRAM REPORTS

Executive Director Joanna Olson reported the following:

- Youth art event turned out very successful, in part due to Conova location. MFYS Board member Julie did the catering. Received quite a bit of art for sale, as well as display only pieces.
- Since last board meeting, MCYP has moved Levine House to new location on Oak Street, owned by Zach Schat. Zach is a great landlord, caring, conscientious person who wants to work with us and is invested in our program and agency. There was a small increase in the amount for rent, which MCYP feels is well worth, and will be compensated by lower utilities and yard maintenance. This location will in turn improve morale of youth and staff.
- Counseling program is growing and hiring another therapist to start at the end of the month.
- Joanna goes over funding that she reported in her ED report. CASA recently gave \$1000 more for tech and/or, computer needs etc. Some of that funding can go to Willits area, which is currently severely underfunded.
- Joanna gave update on SOS program, and has received a lot of great feedback that we are doing well.
- Joanna brings up the Strategic Planning process and where we are at with in it. Reminded board that they may be invited to key stakeholder meeting.
- Staffing update: Mandie Rojas was hired as new CFO. Previous CFO exited her role unexpectedly early. Tom Simms has agreed to complete agency's audit and work with auditors, which he anticipates will be done by March.
- Reported on trainings that the staff and community partners have attended recently. 75 attended the SOS in MN, large representation from Mendocino County.
- Management Team has been attending Leadership Training with Steve Zuieback.

CFO, Mandie Rojas, presented her report with the following points:

- Mandie will be using tech support in place of trainings with former CFO.

- Some restructuring of the fiscal department is needed due to accounts receivables backlogged and early departure of former CFO.
- In the process of hiring another full time staff for fiscal department.

Executive Director reported on other programs:

- New work is continuing with Ukiah High, Nicole Flowers will be the youth worker at UHS.
- Carter received \$2000 for podcast project.
- North Inland: Youth Workers are working in Laytonville and preparing the family feud event. Aurelie continues to coordinate most all training events.
- Carla Leach, Program Director for PEI has gone down to Mendocino High School, and they are interested in partnering with us, including the JPA.
- Clinicians are drawing down more funding due to the systems that Mandie has created.
- Hiring process changes have been implemented, now includes testing that is relevant. Joanna went over hiring process.

ACTION ITEMS:

- None

OTHER BUSINESS:

Board discussed the Strategic Planning process:

- Jim questioned if the board needed to participate at every meeting and that he supports leadership team building within the agency.
- Jason suggested management meet for planning with full knowledge of where the agency is at.
- Mark agreed with Jason, and recommends management submits results to the board.
- Miles asked if staff would want more involvement from board and maybe send a representative in place of the entire board.
- Joanna clarified; the staff would like more involvement in attending events or staff meetings.
- Jim acknowledges that the board could be more presents for the above mentioned items.
- Jason pointed out that the board would outnumber management if they all showed up and thinks that would not be beneficial to the goal, and agrees with possibly sending a representative or 2 from the board, and the management team would feel as though they could be more open in the process.
- Joanna suggests Jim attend as board chair. Warren suggest board representatives be from inland and coast. Miles offered to attend as coastal representative. Jim suggest Miles and he attend Monday Dec. 12 9-2 as scheduled.

Board discussed MCYP taking on an established fundraising event:

- Annual Piano Concert event: currently run by Spencer Brewer. Spencer came to MCYP to ask if they would like to be the presenters, build donors, MCYP would do presentation in-between people. Joanna asked for feedback from board. Jason asked who would be running this event. Response was: Carter, MFYS board and volunteers. Board unanimously agreed this would be a good event fundraiser for the Youth Project.

CLOSED SESSION

None

ADJOURNMENT

Board Chair, Jim Brown, adjourned the meeting at 8:40 a.m.

NEXT MEETING

January 18th, 2017, 7:45 a.m. at MCYP

Minutes submitted by: Randi Sanchez, Human Resources Manager