

**MENDOCINO COUNTY YOUTH PROJECT**  
**Board of Directors**  
**Meeting Minutes**  
**February 15<sup>th</sup>, 2017 Wednesday**

**BOARD MEMBERS ATTENDING:** (=PRESENT, =ABSENT)

<input checked="" type="checkbox"/> Jim Brown, CHAIR	<input type="checkbox"/> Warren Galletti	<input checked="" type="checkbox"/> Brent Cushenbery
<input checked="" type="checkbox"/> Chris Dewey, Alt.	<input type="checkbox"/> Antonio Lopez, Alt.	<input checked="" type="checkbox"/> Miles Clark
<input checked="" type="checkbox"/> Rebecca Walker	<input type="checkbox"/> Mark Westerburg	<input checked="" type="checkbox"/> Jason Iversen
<input type="checkbox"/> Caroline Carine, Alt.	<input type="checkbox"/> Alternate	<input type="checkbox"/> Beth Kirkley, Alt.

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

**CALL TO ORDER** Jim Brown called the meeting to order at 7:47 am.

**PUBLIC INPUT**

None

**PAST MINUTES/AGENDA**

- Approval of January 18, 2017 minutes (Jason Iversen motions to approve, Chris Dewey seconds)
- Approval of February 15, 2017 agenda Amended to add executive session (Jason Iversen motions to approve, Chris Dewey seconds)

**EXECUTIVE DIRECTOR & PROGRAM REPORTS**

Executive Director, Joanna Olson reported the following:

- Leadership training being utilized in communication between staff.
- Management team is reshaping our meeting structure, 2<sup>nd</sup> and 4<sup>th</sup> of month, taking minutes and posted. Carter facilitates, and Joanna oversees. Shape leadership skills.
- Joanna and Toby went to the state capitol visited with assembly members to seek money.
- Funding proposal for prevention and planning unit, piggyback onto existing services. Joanna has been working with them for that.
- MCYP is resubmitting request to District Attorney's office. The DA has been reluctant to pass out. This funding would support youth who have gone back into juvenile hall and do not have Medi-cal, supports continued services for kids in hall.
- MCYP partners are contacting us to continue contracts ahead of MCYP asking.
- 6 groups from the community are coming together to work on SOS trainings. Plan until 2020 to work together.
- Family Enhancement Services is challenged, with such a small tight budget, but demanding on the agency. A FES training conference was planned to be in San Francisco and changed to San Diego, and there are no funding to support staff traveling to complete that requirement.
- Eagle peak will be increasing contract. The Youth Project will add a .5 FTE employee.
- Joanna submitted proposal to Charlie Seltzer with CARS for the Strategic Planning process and will do leadership training with Joanna as well.
- ASSIST trainings are being scheduled by PEI
- Agency has hired a QA person, which frees up time for Mimine.

Executive Director reported on other programs:

- Coastal division has some changes. Natalie had taken some time to determine what her level of involvement would be with working in the agency. There were girls that reported misconduct with staff at school, Natalie suffered burnout and feels the need to leave her position. Agency will hire PT on the coast, word of mouth is critical in such a small community. Isis will be on maternity leave as of end of April. Fort Bragg staff has offered to travel to Point Arena to support.
- Carter had meeting with the Sherriff's department and did a presentation which is an ongoing project with Tom Allman.
- MCYP is preparing for Aria to leave for grad school. Hopeful to train early and make process seamless.
- Mimine has been working on completing reports and working with Mandie. Looking at funding sources to draw down more Medi-cal. Fiscal department is giving up a work room to counseling department. Growing pains, but healthy.
- Amanda Archer has been doing great stepping into her new role as Levine House and FES Program Manager. She wrote a grant for the co-op.
- Joanna supports and is training staff to write grant, saves \$6k on a grant writer.
- Levine House report and our collaboration with Children and Family services.
- MCYP is working with Celso Ceja to get the old Levine House location deposit back. He keeps saying the check is in the mail. We are still having challenges with that.

CFO presents her report:

- Mandie Rojas reports staffing is an issue but feels confident in the current staff to overcome that. She is hopeful to be caught up by new fiscal year.
- With absence of former CFO, Mandie is spending more time that should on figuring out systems. Joanna states that they have found several errors in former CFO work but the fiscal department is moving forward going over things with a fine tooth comb. Mandie is making corrections to the best of her ability. With support from MCOE and our grant providers.
- Mandie attended meeting to train on new system, away from QSS.
- Nick who is our auditor, has resigned from Robertson's, causing more work with Tom's help. Will be wrapped up in the next week or so.

#### **ACTION ITEMS:**

None

#### **OTHER BUSINESS:**

Discussion over Strategic Planning process:

Joanna reported that MCYP is working on contract with Charlie Seltzer. He will be attending Spring All Staff, working with management team and staff. Will attend board meetings, and work more closely with us as an agency.

Plan will complete a couple months later than originally targeted.

Pay scale discussion:

Mandie asked board for clarification on direction. Jim stated he thinks it needs to be an agenda item every month to start chipping away at it. Jim would like a cost comparison with RCS and TFS.

#### **CLOSED SESSION**

#### **ADJOURNMENT**

Board Chair, Jim Brown, adjourned the meeting at 9:05 a.m. after closed session

#### **NEXT MEETING**

**March 15th, 2017, 7:45 a.m. at MCYP**

**Minutes submitted by:** Randi Sanchez, Human Resources Manager