

**MENDOCINO COUNTY YOUTH PROJECT**  
**Board of Directors**  
**Meeting Minutes**  
**June 15th, 2016 Wednesday**

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

<input type="checkbox"/> Paula Martin	<input type="checkbox"/> Lura Damiano	<input checked="" type="checkbox"/> Miles Clark
<input checked="" type="checkbox"/> Warren Galletti, Alt.	<input type="checkbox"/> Chuck Bush, Alt.	<input type="checkbox"/> Brent Cushenbery, Alt

<input checked="" type="checkbox"/> Chris Dewey	<input type="checkbox"/> Patricia Johnson	<input type="checkbox"/> Jason Iversen
<input checked="" type="checkbox"/> Jim Brown, Alt.	<input checked="" type="checkbox"/> James Madden, Alt.	<input type="checkbox"/> Gina Danner, Alt.

**STAFF PRESENT:** Joanna Olson, Executive Director; Valenda Apperson, CFO; Randi Sanchez, Confidential Secretary

**CALL TO ORDER** Chris Dewey called the meeting to order at 7:46 am.

**PUBLIC INPUT**

None

**PAST MINUTES/AGENDA**

- Approval of May 18, 2016 minutes (Warren Galletti motions to approve, Jim Brown seconds)
- Approval of June 15, 2016 agenda (Jim Brown motions to approve, Warren Galletti seconds)

**EXECUTIVE DIRECTOR & PROGRAM REPORTS**

Due to time restraints, Board Chair, Chris Dewey suggested that the Executive Director and Program Reports not be discussed at this time. Joanna asked if the board members present had an opportunity to review the reports and if they had any questions. All board members stated they had read the reports and had no questions other than the draft 2016-17 budget, which was discussed.

**ACTION ITEMS:**

1. Joanna presented the amendments to the personnel policy manual that were recommended and approved by the board at the last meeting. Additional changes were made to the Employee Rights section of the policy manual for the board to review and approve. Miles provided feedback on the disciplinary action section and MCYP agreed to make the suggested revisions, and will email the board for approval once complete. The revised Personnel Policy manual will be presented at the August board meeting for final approval.
2. Discussion about the purchase of a new van was postponed until the budget was discussed and approved.
3. CFO, Valenda presented her budget for 2016-17. She stated School contracts are verbally secured, and that New Beginnings and Juvenile Hall contracts have been processed for signatures. Youth Action Party is receiving donations for the September 26<sup>th</sup> event. MCYP is entering year 2 of 5 for the CHAT grant, and the agency received the CSAT grant. Overall funding is solid at just under two million. Joanna stated that the FY 16-17 budget is an indication of stability of services and continued growth as this is the second year at this level of funding. Joanna reported that the JPA revision is going well and nearly every district is on board to

join, with MCYP well represented throughout the county. Chris asked if this budget included filling the PEI program director position, to which Joanna replied that the agency filled the position by promoting PEI Coordinators to Program Managers, or Program Director creating a community based leadership approach. Chris asked if this included other step increases for different programs, which were approved. Valenda confirmed and that the agency will also be reviewing the possibility for step increases for other salary capped positions. Chris asked for clarification on the agency reserves in the FY 16-17 budget to which Valenda provided. Valenda reported that MCYP will have the 2015/16 audit in December. Chris shared that he finds the budget a little confusing to read, the language could be changed to make it more readable for nonfiscal types and possibly more accurate. Valenda stated that she will revise the budget as suggested and email it out with the changes. Chris motioned to approve the FY 16-17 budget, Jim seconds, all in favor.

4. As for the purchase of a new van, Joanna estimates \$15-20k would be needed to purchase a used van. Jim asked that we approve a cap on the van purchase at \$25k. Chris motions, Jim seconds, all in favor.

#### **OTHER BUSINESS**

It was discussed and agreed that the board chair position is best served by local JPA members due to a quicker response time for MCYP to obtain signatures as needed. It was further agreed that an appointee from MCOE serve as the chair or vice chair. Effective August 1, 2016, Jim Brown agreed to be the new Board Chair with Chris Dewey (outgoing Board Chair) as the City of Ukiah alternate. Warren Galletti agreed to be Vice Chair and will appoint an alternate.

#### **CLOSED SESSION**

Public Employee Performance Evaluation: Executive Director

Report of final action taken during closed session:

The board recommended that the Strategic Planning process for FY16-17 include leadership training.

#### **ADJOURNMENT**

Chris Dewey adjourned the meeting after Executive Session at 8:45 a.m.

#### **NEXT MEETING**

**August 17th, 2016, 7:45 a.m. at MCYP**

**Minutes submitted by:** Randi Sanchez, Administrative Confidential Secretary