

**MENDOCINO COUNTY YOUTH PROJECT**  
**Board of Directors**  
**Meeting Minutes**  
**August 17th, 2016 Wednesday**

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

Jim Brown, CHAIR  
 Chris Dewey, Alt.

Warren Galletti  
 Paula Martin, 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; Valenda Apperson, CFO; Mimine Ambrois, Clinical Director; Randi Sanchez, Confidential Secretary

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

**PUBLIC INPUT**

None

**PAST MINUTES/AGENDA**

- Approval of June 15, 2016 minutes (Jason Iversen motions to approve, Paula Martin seconds)
- Approval of July 20, 2016 closed session agenda (Paula Martin motions to approve, Jason seconds)
- Approval of July 20, 2016 closed session minutes (Jason Iversen motions to approve, Paula Martin seconds)
- Approval of August 17, 2016 agenda (Miles Clark motions to approve, Jason Iversen seconds)

**EXECUTIVE DIRECTOR & PROGRAM REPORTS**

- Moving forward with the contracted Title IVE program. MCYP plans to provide Trauma Informed Care and Motivational Interviewing to community based providers soon.
- Jason suggests Collaborative Training with an agency out of Temecula. Joanna /Randi will follow up with Jason to get in contact with them.
- YAP! is bringing in funding and will be within the draft budget.
- Joanna reminded the School district representatives to move forward with JPA on agendas.
- Clinical Director, Mimine Ambrois shared her report with the board. Mimine highlighted that since her last report Fiscal Manager, Mandie Rojas is helping with medi-cal billing and capturing more hours and with the new hire of Tracy making reminder calls, they are having more success in clients keeping appointments. Also working well with Mandie's help is the use of functional timesheets. Mimine reported that Dr. Timme is no longer working at the clinic therefor; the agency is contracting with Dr. Timme using Medi-cal. Isis, who has been a Youth Worker on the coast for about a year now, will be working in Pt. Arena doing rehab work and gaining intern hours. Felice is a youth worker in Ukiah working on getting her masters and will be doing rehab work as well.

**ACTION ITEMS:**

1. Personnel Manual Changes (Travel Expense Policy, Limited English Proficiency Policy, Fragrances in Workplace Policy, Evaluation Process, and Grievance Policy); after clarification on evaluation process, Paula motioned for Policy Manual approval, Miles seconds, all in favor.

#### **OTHER BUSINESS:**

- Strategic Planning is moving forward with Sue Hahn facilitating. Paula asked to get survey monkey out with dates for board members to approve.
- Staffing update: The agency has decided on a community based approach to fill the open PEI Program Director position and promoted several PEI staff to managers. Ariel Marshall is back with MCYP on the south coast, coordinating the teen peer court program. Mary Tindall is leaving her position as of August 31. Management will be conducting a panel interview soon. Star Brady is leaving August 19. The fiscal department has hired Tracy McGill for 20 hours a week. CFO, Valenda Apperson announced her retirement, effective November 30th. The agency has scheduled to work with Sue Hahn to create a new CFO job description. The job description will be complete by September 30, with the hiring process starting October 1.
- Employee Evaluations were discussed in the process of approving the Policy Manual revisions. As part of the Strategic Planning process the staff evaluations will be revised.

#### **CLOSED SESSION**

None

#### **ADJOURNMENT**

Board Chair, Jim Brown, adjourned the meeting at 9:06 a.m.

#### **NEXT MEETING**

**September 21st, 2016, 7:45 a.m. at MCYP**

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