

**MENDOCINO COUNTY YOUTH PROJECT**  
**Board of Directors**  
**Meeting Minutes**  
**September 20<sup>th</sup>, 2017 Wednesday**

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

<input checked="" type="checkbox"/> Jim Brown, CHAIR City Ukiah	<input type="checkbox"/> Warren Galletti, MCOE	<input type="checkbox"/> Warren Galletti, PAUSD Interim
<input type="checkbox"/> Chris Dewey, Alt.	<input checked="" type="checkbox"/> Barbara Bloom, Alt.	<input checked="" type="checkbox"/> Barbara Bloom, PAUSD Interim Alt.
<input checked="" type="checkbox"/> Rebecca Walker FBUSD	<input checked="" type="checkbox"/> Mark Westerburg, WUSD	<input checked="" type="checkbox"/> Jason Iversen, UUSD
<input type="checkbox"/> Caroline Carine, Alt.	<input type="checkbox"/> Alternate	<input type="checkbox"/> Beth Kirkley, Alt.

**STAFF PRESENT:** Joanna Olson, Executive Director; Randi Sanchez Mellus, HR Manager; Mandie Rojas, CFO; Jade Morgan, Administrative Assistant

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

**PUBLIC INPUT**  
None

**PAST MINUTES/AGENDA**

- Approval of June 21, 2017 minutes (Jason Iversen, UUSD, motions to approve, Barbara Bloom, MCOE seconds)
- Approval of June 21, 2017 agenda (Jason Iversen, UUSD, motions to approve, Barbara Bloom, MCOE, seconds)

**EXECUTIVE DIRECTOR REPORT**

Joanna reported on the following:

- Grant development is in process, and MCYP should expect to hear results of Basic Center and Cal OES grants soon.
- MCYP's Audit is scheduled for November, exact date TBD.
- Jim Levine Legacy Scholarship in need of at least \$3000. preferring to raise \$6000.
- Point Arena school contract received.
- The Youth Action Party (YAP) is this Saturday, with an estimated need of \$ 4000. to cover the estimated cost of the event.
- Strategic Plan work continues with management team who met with Charlie to go over final revisions. Joanna shared that Charlie will review the entire plan with the board in October.
- MCYP put together a "Sunday Funday" for Staff and family, which was successful and well attended.
- 2bu conducted a Girls Clothing Event with 42 teens attending.
- The Management Team held a one-day leadership retreat, that was successful.

**CFO PROGRAM REPORT**

Mandie presented her 2017-18 draft budget to the board and reported the following:

- The FY estimated net revenue is \$15,707.
- Mandie suggested payroll revision step increases tabled.
- Joanna and Mandie have assessed and adjusted budget line items, and will continue to monitor monthly.
- Mandie pointed out that the budget does not include the submitted new grant proposals, including Cal OES for Transition Age Youth.
- Joanna shared that MCYP has increased administrative support staffing which was necessary due to growth.
- Mandie reported that the counseling services Cal OES site visit will be at the end of October.

- The changes to Payroll are on track to take effect October 1<sup>st</sup>. There has been little staff resistance with these changes.
- The Fiscal department will go through a software change per MCOE request very soon. Staff will be training with MCOE for this in October.

#### ACTION ITEMS

Approval of 1718 Budget:

Motion to approve budget: Barbara Bloom, MCOE, motions, Jason Iversen, UUSD, seconds.

All in favor. No opposition.

#### PROGRAM REPORTS

Summarized by the Executive Director

- **Foundations:** classes are continuing. Willits law enforcement does not cite youth and therefore the schools may refer to Foundations, with permission from Jack Wahn. Jim asked if all middle and high schools can directly refer to Foundations, for which Joanna responded yes, benefiting both schools band youth by keeping kids in class. Jason asked what Foundations is and what it looks like, Joanna shared it is a PEI program for first time youth offenders, and explained the curriculum. Joanna shared that Willits does not currently have a youth AOD program and they are utilizing Foundations in its place. Jason asked Joanna about an aftercare program. Joanna shared that a referral could be made to PEI and have a youth worker/MFTI work with youth, particularly if a youth is facing expulsion or needs further one-on-one after AOD classes. Joanna will follow-up with Carter and Mimine regarding one-on-ones.
- **Levine House:** currently serving 3 youth and since moving the location to across the street from the police station, there has been zero police involvement with residents at the program due to neighbor complaints. Levine House hired a former resident to work in the program, who can offer real advice based upon personal experience.
- **Clinical program:**
  - Funds that were overspent FY 16-17 on Medi-Cal billing, are being compensated by RQM.
  - FY 17-18 MCOE contract cut, a loss of \$13,000 in serving youth at the New Beginnings campus.
  - The District Attorney contract and Erikson funding were not received in FY 16-17. Erickson will only fund programs that are 100% volunteer base services. The DA is refusing to fund many community based organizations.
  - Jason inquired about the amount we are getting from South Valley. Mandie responded that her best guess is \$10,000 less. Jason will make sure when he speaks to his team that they provide correct funding for services.
  - Joanna reviewed how we will capture more funding with CHAT and CSAT in billable services.
  - MCYP has 10 therapists total, including 2 new trainees.
  - Joanna shared that space is limited and the agency is utilizing space at schools as needed. Barbara suggested speaking with Warren about using space at River School.
- **FES:** successful transition from partnering at the state Judicial Council level, to local collaboration with HHS Family Children's Services and Family Court with the outcome of providing more services and less admin. First 5 of Mendocino will provide the Parenting Apart Workshop piece of that program.

#### OTHER BUSINESS:

JPA Discussion:

- The MCYP JPA revision continues with completion targeted in alignment with the Strategic Plan. The JPA revision will have 10 of 12 total school districts of Mendocino County.

- Joanna asked board if they would like to hold off on voting new JPA approval with the intention of requesting Potter Valley to sign on as well. All board members in attendance agreed to postpone JPA vote.

Strategic Planning:

- Jim confirmed that next month will be a longer meeting to allow time for Strategic plan presentation. Jim asked that the board look over program reports ahead of time and only bring up questions or concerns, otherwise they will not go over them in meeting next month. Please review ahead of time in email.

**CLOSED SESSION**

None

**ADJOURNMENT**

Board Chair, Jim Brown, adjourned the meeting at 8:41 a.m.

**NEXT MEETING**

**October 18, 2017, 7:45 a.m. at MCYP**

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