

MENDOCINO COUNTY YOUTH PROJECT
Board of Directors
Meeting Minutes
March 21st, 2018 Wednesday

BOARD MEMBERS ATTENDING: (=PRESENT, =ABSENT)

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

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

CALL TO ORDER Jim Brown called the meeting to order at 7:49 am.

PUBLIC INPUT

None

PAST MINUTES/AGENDA

- Approval of January 17, 2018 minutes (Jason Iversen, UUSD, motions to approve, Warren Galletti, Point Arena seconds)
- Approval of March 21, 2018 agenda (Jason Iversen, UUSD, motions to approve, Warren Galletti, Point Arena, seconds)

PROGRAM REPORTS

CFO, Mandie Rojas reported the following highlights from the Fiscal department:

Mandie stated that the 2016-17 audit is complete. Highlights from audit include increase in net position by 22% and audit report concluding with no findings. Mandie shared that new systems in Fiscal are working well evidenced by the successful financial audit. Fiscal ~~did~~ conducted a detailed analysis of the agency's fund balance; analysis showed the historical overview and strong steady increase in fund balance amounts with highest increases occurring within the last two fiscal years. Fiscal department has implemented additional administrative supports allowing direct service staff the ability to provide more direct client services.

Jim asked to clarify that the audit says draft, mistake made in printing, the final version was emailed. Board congratulates Mandie for her effort.

Jim asked board to vote to approve FY 1617 Audit. Jason Iversen motions, Warren Galletti seconds. All in favor.

Executive Director, Joanna Olson shared highlights from the Manager Program reports. Therapist Sean Re is now working with Mendocino College with Antonio who was a former board alternate and now employed at the college. Together they are developing youth worker services at college. Joanna shared she anticipates all school contracts to continue at current levels into next year.

The Transitional Living Program grant application is being prepared. Grant is very competitive, yet much needed. MCYP would need another house, the KE shelter, then transition to TLP. Jason asked if we could have an MCYP representative come to community liaison meetings, Joanna agreed.

ACTION ITEMS

Vacation Accrual and payout policy proposed:

Joanna presented to the board as the agency has grown, duties have also grown causing many managers to be unable use vacation time. Joanna shared that the cap is low; currently 5 of the management team are capped with their vacation. This has the potential to be a morale issue as managers are unable to take vacation and also not

earning vacation due to the low vacation cap, which one of the reasons to increase the cap and propose the payout for management.

Jason's concern is burnout and suggested a proposed vacation calendar for all Management Team. Joanna shares agency's historical practice of ending fiscal year with no more than one week on the books; suggested perhaps implementing that again. Expectation would be viewable calendar outlining Management Staff planned time off in advance. Jason's suggest providing this vacation calendar, along with the agency's liability balances, to the board on a quarterly basis; June being first reporting.

Jim states that he supports both proposals, but is concerned the amount of time available to cash out is too high with 4 weeks available for vacation payout is excessive. Jim suggests 3 weeks' pay cash out and is open for discussion.

Barbara agreed that 4 weeks is high, and is concerned about budget impact. Mandie reviews financial impact ~~listed~~ outlined in proposal and reminded board that in the proposed policy it is up to ED discretion to approve or deny vacation payout requests based on funding at time of request. Jim supports this with the exception of ED and CFO payout max be 3 weeks instead of 4.

Warren shared concern of 4 weeks being too high and shared he was in favor of 3 weeks. Joanna asked board if this proposal is approved, and requests to make this cap retroactive to the beginning of fiscal this year. Jim asked board if there are any opposing to retroactive implementation. Jason says he would want to see a plan for mental health going forward.

Jason asks to clarify the exact time management can cash out before voting. Jim states he wants to see ~~that~~ 3 weeks instead of 4 for the Executive Director and CFO, with other management remaining at 2 weeks cash out.

Jim first asked board for consensus to make the cap retroactive from current fiscal year forward, all approve.

Amendment to change ED and CFO to 3 weeks available cash out instead of 4.

Jason asked to see schedule/calendar of Management staff planned time off; Joanna suggested quarterly reports for vacation accrual. In personnel manual add a requirement for vacation calendar to supervisors.

Jason motions to approve cap and cash out policies, Barbara seconds. All in favor.

Personnel Policy; Employee compensation revisions proposed:

Human Resources Manager, Randi Sanchez Mellus reviewed the proposed changes to the Compensation Section of personnel manual. Most changes come from legal language changes due to MCYP transitioning from Ed code to Labor code.

Jason comments on VII, B, 1: He asks what the expectation if the person moves position within the agency, what happens? His concern was that when a person increases duties to manager, and then considers stepping down again. It is contractual thing, may look like it is playing favorites. Jason asked to clarify if someone who is secretary is at step 5, then moves to therapist, do they get step 5? Joanna explained that they move to the appropriate step for their new position. Jim asks to remove the addition of "if determined appropriate by supervisor and Executive Director" from that section as it is not necessary.

Jason Iversen motions with the one change, Barbara Bloom seconds. All in favor.

OTHER BUSINESS

None

CLOSED SESSION

None

ADJOURNMENT

Board Chair, Jim Brown, adjourned the meeting at 8:45 a.m.

NEXT MEETING

April 25, 2018, 7:45 a.m. at MCYP

Minutes submitted by: Randi Sanchez, Human Resources Manager