

**MENDOCINO COUNTY YOUTH PROJECT**  
**Board of Directors**  
**Meeting Minutes**  
**July 18, 2018 Wednesday**

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

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Jim Brown, CHAIR City Ukiah | <input type="checkbox"/> Barbara Bloom, MCOE              | <input type="checkbox"/> Warren Galletti, PAUSD         |
| <input checked="" type="checkbox"/> Chris Dewey, Alt.           | <input type="checkbox"/> Damon Dickinson, Alt.            | <input type="checkbox"/> 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"/> Alt.                             | <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 7:47 am.

**PUBLIC INPUT**

None

**PAST MINUTES/AGENDA**

- Approval June 20, 2018 minutes (C. Dewey, City of Ukiah, motions to approve, R. Walker, FBUSD seconds)
- Approval July 18, 2018 agenda (J. Iversen, UUSD, motions to approve, C. Dewey, City of Ukiah seconds)

**PROGRAM REPORTS**

- Program reports presented in board packet for review, no discussion.
- Board Chair, Jim Brown requests an overview of Executive Director’s report
- Executive Director, Joanna Olson reports out on the following items:
  - Report on current school contracts, county, community and grant contracts for FY 1819.
  - Levine House is now referred to as K’s Place Shelter Services due to changes in the program structure per funding guidelines. Request from board for clarification: Levine House was originally funded by the Federal Youth Services Bureau as a Transitional Living Program. When funding ended HSA Family and Children’s Services contracted with MCYP to serve AB12 and crisis TAY. Recently, the E.D. applied for a Cal OES VOCA shelter grant, and was awarded funding for 3 years, which was then increased to 5 years. K’s Place provides short term emergency shelter and support services to general homeless youth, victims of crime. Upon receiving the award MCYP ended the TLP county contract early, reducing county costs for housing homeless AB 12 Foster youth. The county will now reimburse MCYP a fixed bed rate for AB 12 youth who reside beyond the grant funded 45-day shelter limitation. K’s Place provides shelter for both general homeless and AB12 foster youth, increasing bed night capacity for this homeless population. The K’s place shelter is filled most nights with youth and or pregnant / parenting youth receiving therapy from an on-site therapist, and support services from Care Managers seven days a week.
  - Update on Title IV-E contract, planned trainings, and staffing to develop and implement.
  - FES program funding ended due to the county needing to cut back on contracts to community based organizations to fund emergency services in supporting victims of the Redwood Complex Fire. MCYP staff who served FES clients were moved to fill open positions in K’s Place.
  - Basic Center Program renewal was awarded. This is year 2 of 3.

- An oversight in the FY 1819 draft budget was reported, which was Beacon. Beacon supports counseling services. No cap on billing.
  - Strategic Plan update.
  - MCYP management will review a proposal from Charlie to train staff on grant writing.
  - No board meeting in August, next meeting is Sept. 19<sup>th</sup>.
- HMIS Reporting: board inquiry from Chair Brown regarding Homeless Management Information Systems training. The E.D. responded that Garry Colson came to the agency to train staff and quickly realized that MCYP had a full understanding in utilizing the system, and that our data is inputted correctly and timely. The E.D. shared with Garry Colson that unaccompanied minor youth will require parent / guardian permission for their information to be shared in the county HMIS system per HIPAA and Federal funding guidelines related to partnering with the local CoC and utilizing RHY-HMIS. If a youth and /or parent guardian approve of information sharing MCYP will input the youth information. If permission is not obtained, the agency will follow HIPAA and Federal guidelines and de-identify youth in reporting homeless information.

#### **OTHER BUSINESS**

- Pay scale Revision Ad Hoc Committee report:
  - Discussion of equity and support of staff.
  - Recommended that all positions would be 8 steps, at 4% increase between steps.
  - CFO responded that filling in existing pay scales out to 8 steps without making further adjustments would create duplication in pay schedules for positions that had different levels i.e. Therapist I, Therapist II. Board chair agrees that specific salary schedules should be assessed further, to be conducted at board meetings in the year ahead.
  - Ad Hoc Committee recommended a 3.2% COLA increase for all staff.

#### **ACTION ITEMS**

- Approval of revised salary schedule with 8 steps. C. Dewey motions, J. Iversen seconds, no opposition. Effective July 1, 2018.
- Approval of revised salary schedule with proposed 3.2% COLA. R. Walker motions to approve, C. Dewey seconds. Effective September 1, 2018.
- Clinical Coordinator position and pay scale. Board recommends further assessment for need, and bring back to the board in September. Discussion identified revisions in title, further description of duties, and revisit pay scale accordingly.
- Approval of FY18-19 Draft Budget, C. Dewey motions, R. Walker seconds.

#### **CLOSED SESSION**

None

#### **ADJOURNMENT**

Board Chair, Jim Brown, adjourned the meeting at 9:15 a.m.

#### **NEXT MEETING**

**September 19, 2018, 7:45 a.m. at MCYP**

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