

MENDOCINO COUNTY YOUTH PROJECT
Board of Directors
Meeting Minutes
September 19, 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 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 7:47 am.

PUBLIC INPUT

None

PAST MINUTES/AGENDA

- Approval July 18, 2018 minutes (B. Bloom, MCOE, motions to approve, M. Westerburg, WUSD seconds)
- Approval September 19, 2018 agenda (J. Iversen, UUSD, motions to approve, B. Bloom, MCOE seconds)

Jim requested recommendation of priority due to time constraints. Joanna recommended highest priority is the Clinical Manager position and pay scale action item. Board approves to begin with action items and follow with program reports if time allowed.

ACTION ITEMS

- Clinical Manager Position and Pay scale:
 - CFO, Mandie Rojas reviewed justification of Clinical Manager position. Position will be advertised, open until filled.
 - Salary Schedule discussion: Chair Brown shared concern of the Clinical Manager salary schedule as related to upper management supervisor pay i.e. being nearly equal. (The Clinical Director, salary schedule has not been revised, and is currently capped) CFO Rojas clarified that per the direction of the Ad Hoc Committee, the line staff salary schedules were extended to 8 steps which resulted in the line staff receiving a higher level of pay then their supervisor.
 - Barbara Bloom shared that if board approved the clinical manager pay scale without first approving the upper management scale, the upper management pay scale would have to be at a higher rate.
 - Chair Brown suggested approving the pay scales highest positions first.
 - Jason Iversen suggested that we approve the Clinical Manager position and pay rate at hire and then look at the pay scale later.
 - Chair Brown recommended that the pay for the clinical manager be lowered.
 - The Executive Director pointed out that it would make the position salary less than staff they supervise and reminded the board that therapist's pay rate is very fair and competitive.
 - Jim asks for board understanding, and clarified that it is just the one rate, entire scale to come after.
 - Board recommends step 2 on the presented scale, at \$36.66. The salary schedule will be addressed at a later board meeting.

- Barbara Bloom motions to approve the Clinical Manager position with the pay rate of \$36.66/hour, Chair Brown seconds. All in favor, no opposition.
- Pay scale revisions and Increases
 - Jim proposes Ad Hoc Committee reconvene to discuss salary structures.
 - The Executive Director reminded the board that the current E.D. contract states 5% if staff are receiving step increases (no freeze). Currently the E.D. salary is at “cap status” per the salary schedule. The E.D. suggests a conservative adjustment of adding a two steps above the current highest and remove a two steps from the lowest part of scale.
 - Jim appoints Becky Walker, Jason Iversen and Chris Dewey on Ad Hoc committee, and are to meet before next board meeting in October.

PROGRAM REPORTS

- Board Chair, J. Brown requested highlights from board reports.
- Executive Director, Joanna Olson reports out on the following items:
 - Joanna stated that the productivity expectation for therapists is now 62%. The Mental Health Services program has carried a loss every year. With management implementing support systems in an attempt to bring the program to a sustainable level.
 - Mandie shared that there are tremendous amounts of changes in fiscal and on timesheets to capture funding, especially from Cal OES. MCYP is audited many different sources, with fiscal creating structures that manage and monitor all sources.
 - Joanna reviewed staff openings in Willits and Point Arena, and K’s place.
- Becky Walker asked if Youth Worker Brel’s position had been opened and advertised. Joanna shared that because of reduced funding on the coast there would not be a new hire to replace Brel’s position. Funding for the Restorative Justice work would be sought, meanwhile staff based in Fort Bragg will be adjusting deliverables to provide this work.
 - Mandie clarified that the reduced funding in Fort Bragg is because grant funding is now allocated by region with the student population as the determining factor.

OTHER BUSINESS

None

CLOSED SESSION

Cancelled in lieu of Ad Hoc Committee meeting.

ADJOURNMENT

Board Chair, Jim Brown, adjourned the meeting at 9:45 a.m.

NEXT MEETING

October 17, 2018, 7:45 a.m. at MCYP

Minutes submitted by: Randi Sanchez, Human Resources Manager