

MENDOCINO COUNTY YOUTH PROJECT
Board of Directors
Meeting Minutes
November 28, 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 type="checkbox"/> Jason Iversen, UUSD <input checked="" type="checkbox"/> Beth Kirkley, Alt.

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

CALL TO ORDER Jim Brown called the meeting to order at 7:50 a.m.

PUBLIC INPUT

None

PAST MINUTES/AGENDA

- Approval October 17, 2018 minutes (B. Bloom, MCOE, motions to approve, R. Walker, FBUSD seconds)
- Approval November 28, 2018 agenda (W. Galletti, PAUSD, motions to approve, B. Bloom, MCOE seconds)

ACTION ITEMS

- Receptionist Job Description and pay scale:
 - HR Manager, Randi Sanchez Mellus presented the need of a Receptionist Job Description in addition to the Administrative Assistant position. MCYP will have the ability to hire staff dependent upon agency need as related to duties assigned.
 - B. Bloom, MCOE motions, W. Galletti seconds.
- Salary Schedule
 - E.D. presented the revised pay scales, removing duplicate pay rates, as well as removing two steps from each position, and changing intern scale to four steps. Justifications discussed.
 - The E.D. compared the Youth Worker and Support Counselor pay schedules and duties, suggesting that the Youth Worker salary schedule be increased in FY 19/20. B. Walker, FBUSD, requested to look at increasing the Youth Worker scale, return in January with a draft budget for a \$.50 or \$1.00 increase accordingly.
 - J. Brown, Board Chair, expressed that he was pleased with work done on the pay scales and approves the direction it is going in.
 - No vote on the salary schedules, discussions to continue in 2019.

OTHER BUSINESS

- Management Team FTE discussion:
 - Per MCYP Board request, Joanna and Mandie presented the Management Team FTE report.
 - E. D. shared supportive strategies for having community based management, and current FTE levels including dual roles (direct services), and concerns over reducing management FTE.
 - Chair Brown recommended not changing management structure at this time. Recommended reviewing Management FTE when positions shift open up or shift within the agency, if possible.

- B. Walker, FBUSD, asks for clarification of who is considered upper management and combining those work roles.
- Chair Brown stated that upper management roles are different per department and cannot be combined.

PROGRAM REPORTS

- Joanna reports that there is an increased need for Youth Workers in Anderson Valley and MCYP has two YW from inland covering that area.
- PEI Director, Carter Grissom and the E.D. went to the National RHYTAC conference, Austin, Texas.
- Carter is developing a grant through the Community Foundation to fund the Youth Council. There would be youth representation from each community, with high risk youth targeted for this council.
- Joanna has been working with Juvenile Probation Chief Izen Locatelli regarding increased funding, with a focus on restorative justice in Fort Bragg.
- Joanna would like to meet with each board member to discuss their community needs in more detail.
- Agency audit is scheduled for January.

CLOSED SESSION:

None

ADJOURNMENT

Board Chair, Jim Brown, adjourned the meeting at 8:50 a.m.

NEXT MEETING

January 16, 2019, 7:45 a.m. at MCYP

Minutes submitted by: Randi Sanchez, Human Resources Manager