

MENDOCINO COUNTY YOUTH PROJECT
Board of Directors
Meeting Minutes
February 20, 2019 Wednesday

BOARD MEMBERS ATTENDING: (=PRESENT, =ABSENT)

<input type="checkbox"/> Dave McQueary, City Ukiah PD	<input checked="" type="checkbox"/> Barbara Bloom, MCOE Interim Chair	<input checked="" type="checkbox"/> Warren Galletti, PAUSD
<input checked="" type="checkbox"/> Sean Kaiser, City of Ukiah PD	<input type="checkbox"/> Damon Dickinson, Alt.	<input type="checkbox"/> Alt.
<input type="checkbox"/> Rebecca Walker, FBUSD	<input 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; Mandie Rojas, CFO; Randi Sanchez Mellus, HR Manager; Aurelie Clivaz, North Inland PEI Manager

CALL TO ORDER Jason Iversen, Interim Chair Alternate, called the meeting to order at 7:50 a.m.

PUBLIC INPUT

None

PAST MINUTES/AGENDA

- Approval January 16, 2019 minutes (W. Galletti, PAUSD motions to approve, B. Bloom, MCOE seconds)
- Approval February 20, 2019 agenda (B. Bloom, MCOE, motions to approve, W. Galletti seconds)

ACTION ITEMS

Appointment of open Board Chair position:

The Executive Director presented the need to appoint an MCYP Board Chair. Board member's agreed that the position should be held by a board member who has knowledge of MCYP and is preferably located within the Ukiah area, supporting timely document signatures. The board discussed and agreed to appoint an interim chair for the remainder of the fiscal year.

- Superintendent Galletti motioned for Barbara Bloom, MCOE JPA member, to assume the Interim Chair position with Jason Iversen as the Interim Alternate Board Chair.
- Sean Kaiser, UPD, seconds the motion.
- All board members were in favor, none opposed.

Increase of MCYP Revolving Fund:

CFO, Mandie Rojas presented to the board the need for increasing MCYP's revolving fund checking account balance per MCOE recommendation. The purpose of the Revolving Fund Account is for MCYP to have access to funds to meet an immediate need when the MCOE Business Office cannot process a payment within an urgent and necessary time frame. The balance in the revolving fund is currently \$1700. The CFO and E.D. recommend increasing the revolving fund balance to \$5000.

- Warren Galletti, PASD, motions for increasing the revolving fund to \$5000.
- Jason Iversen, UUSD, seconds the motion.
- All in favor, none opposed.

OTHER BUSINESS

None

PROGRAM REPORTS

Executive Director, Joanna Olson reported on the following:

- MCYP received an increase in the Medi-Cal contract from the original contract of \$600,000. to an increased amended contract of \$720,000.
- H.R. and E.D. are developing a Volunteer Manual in support of vetting applicants. The manual will have specific requirements of and screening process for volunteer opportunities on the MFYS board, for youth prevention activities, professional services and general labor. The draft manual shall be reviewed by the agency attorney, with recommendations implemented. The target date for completion is summer of FY 19/20.
- Development of Desk Manuals per department is underway. Each manual will contain an overview of agency orientation with sections dedicated to department functions and processes with the objective of providing guidance and support of employees to perform functions correctly and with reasonable efficiency.
- Management Team are on track in submitting self-evaluations, with formal evaluations to be calendared in March. Line staff evaluations will occur April through May.
- The PEI proposal to the Community Foundation to develop a Youth Council was not selected for funding. The E.D. has brought the proposal to community partners and is seeking alternative funding sources.
- The Ukiah PEI office is up and running and will have an open house in March.
- Eagle Peak Youth Worker Keenan Smith continues to work with 5th Grade Fire Survivors Group. The students partnered with a Ukiah High School Senior who produced a video of hope and inspiration (senior project) to present to Paradise students. The Ukiah Daily Journal interviewed staff and an article will be released soon.
- Staff hosted a Behind the Mic poetry event at Sanhedrin High School. 18 students attended and 6 youth shared poetry and raps.
- Title IV-E trainings continue with several scheduled each month until end of fiscal year.

CFO, Mandie Rojas reports on the following:

- The FY 18/19 year reports no Financial Findings or Recommendations per Nigro & Nigro, audit firm utilized by MCOE. This is the second consecutive year with the absence of Financial Findings, which demonstrates team success in implementing new and revised financial practices.
- Fiscal staff will be attending an upcoming Excel training.

North Inland PEI Program Manager, Aurelie Clivaz reported on the Advancing Trauma-Informed Approaches Project:

- MCYP is collaborating with National Behavior Counsel (NBC) and other agencies to improve trauma informed practices and organizational framework approaches.
- MCYP sent out a survey to all staff re: Trauma Informed Approaches utilized within the agency. MCYP survey results received in consult with NBC indicate that the agency culture and morale is “high” as compared to regional and national data survey results.

CLOSED SESSION: None

ADJOURNMENT: Alternate Interim Board Chair, Jason Iversen, adjourned the meeting at 8:50 a.m.

NEXT MEETING: March 20, 2019, 7:45 a.m. at MCYP

Minutes submitted by: Randi Sanchez, Human Resources Manager