

MENDOCINO COUNTY YOUTH PROJECT
Board of Directors
Meeting Minutes
February 19, 2020

BOARD MEMBERS ATTENDING: (=PRESENT, =ABSENT)

Noble Waidelich, City Ukiah PD
 Sean Kaeser, City of Ukiah PD

Michelle Hutchins, MCOE
 Gina Danner, MCOE Alt.

Warren Galletti, PAUSD
 Alt.

Rebecca Walker, FBUSD
 Caroline Carine, Alt.

Mark Westerburg, WUSD
 Alt.

Jason Iversen, UUSD
 Beth Kirkley, Alt.

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

CALL TO ORDER: Board Chair, M. Hutchins calls meeting to order at 7:46 a.m.

PUBLIC INPUT

None

PAST MINUTES/AGENDA

- Per Brown Act, notification and posting requirements not met, no vote is to occur at this meeting. Approval of January minutes and February agenda will roll over to March 18, 2020 Board meeting.

ACTION ITEMS

- None

PROGRAM REPORTS

- Executive Director, Joanna, reports that the board packet is minimal due to effects of the virus, and staff time due to the circumstances. More to follow after CFO report.
- Joanna reports that MCYP revenue remains the same at \$2.7 million.
- MCYP will not be able to submit two of the three grant proposals that were previously discussed with the board, due to staff commitments and circumstances of the virus. The grant proposal that MCYP will move forward with is the CalOES Supervised Visitation (SP) grant, due March 9th.
- Joanna reports that shelter panel interviews occurred and positions will be filled by early March. North County PEI staff Zamara increased hours to help teen center in Fort Bragg. MCYP is still hopeful that a new hire will fill the 1.5 FTE open position.

CFO, Mandie Rojas reports on the following:

- The audit was completed prior to the server issues, MCYP was pleased with site visit that went smoothly.
- MCYP budget has an expected loss about \$5k. Outcome of audit, is no financial findings.
- This was MCYP's first year of single year Federal audit, an additional component that was reviewed found one finding. MCYP does not reflect procurement policy's higher rate.

OTHER BUSINESS

Executive Director, Joanna Olson reports on the recent malware that effected MCYP on February 8, 2020.

- Joanna reports how the ransomware was able to get to the server through the Ricoh copier.
- Explains how MCYP is putting files back together through emails and desktop items.
- MCYP is in the process of purchasing new servers and equipment.
- Joanna explains to the board order of operation for timesheets and other important business.
- Jason inquires about liability with regards to personal info. Joanna speaks to letters from Respectech certifying that no information has been leaked or compromised, only encrypted.
- Becky offers the help of FBUSD tech who decrypts viruses.
- Becky inquires about backup going forward, to which Joanna informs the board that MCYP enforced no personal use of agency computers policy and will be moving forward with multiple backups, one being cloud based.
- Discussion on cloud based systems.

CLOSED SESSION

- None

ADJOURNMENT:

- Board chair M. Hutchins adjourned at 8:17am.

NEXT MEETING: March 18, 2020, 7:45 a.m. at MCYP

Minutes submitted by: Randi Sanchez-Mellus, Human Resources Manager