

# MENDOCINO COUNTY YOUTH PROJECT

## Board of Directors Meeting Minutes September 16, 2020 *via Zoom*

**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.

Carla Leach, FBUSD  
 Rebecca Walker, 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:** Vice Board Chair, J. Iversen calls meeting to order at 7:46 a.m.

### PUBLIC INPUT

None

### PAST MINUTES/AGENDA

- Approval of July 15, 2020 minutes (W. Galletti motions to approve, N. Waidelich, seconds)
- Approval September 16, 2020 agenda (W. Galletti motions to approve, M. Westerburg seconds)

### ACTION ITEMS

NONE

### PROGRAM REPORTS

Executive Director, Joanna Olson reports the following:

- MCYP continues to develop FY 2021 service contracts, which involve innovative strategies to serve youth remotely.
- MCYP continues to rebuild agency documentation, systems, and supports due to ransomware virus. The virus roughly cost the agency \$17,000 to which MCYP received \$10,000 from insurance to cover a portion of technical support and equipment, however staff time was not included.
- A review of the budget and revenue were shared.
- Fund development included submission of the Federal Youth Services Bureau, Administration for Children and Youth grant proposal for Basic Center services, a core funding for the PEI program. MCYP has received this grant for 30 years.
- MCYP has contracts pending for services.
- Discussion of services available for the Eagle Peak campus through the MHSSA grant. J. Iversen speaks to school district's cutbacks and suggests placing an intern into Eagle Peak instead of paraprofessional.
- XH Shelter continuation grant due today and work will be completed on time.

- Juvenile Probation contracts (Passages and Foundations) have been verbally approved, awaiting approval by Board of Supervisor's.
- COVID update: some clinicians are seeing clients in person, with agency/ county / state social distancing protocols observed. Protocols include wearing a mask, open windows for airflow, hand washing, and sanitizing spaces use. Many are still seeing clients via telehealth or outside in community.

CFO, Mandie Rojas reports on the following:

- CFO considered FY 1920 losses were due to Covid and ransomware, but the majority actually were not. Losses were more due to projected income not coming through as budgeted, inability to draw down revenue, over projected \$200k but underspent by \$104k.
- J. Iversen inquires about proposed cuts or reductions FY 2021.
  - Based on PEI operational costs, this program may include possible cuts.
  - Joanna speaks to reducing FTE if grant proposals are not awarded. MCYP is budgeting for actuals received.
  - Jason requests CFO to provide a report outlining a projected 1% salary cut, which will support the Board with information should changes need to be made. Looking at that now would be helpful.
  - CFO Mandie shares that there is not a single solution because much of the agency funding (i.e. CalOES) is based on drawing down funds, with salaries and operational costs built into approved contracts.
  - Discussion continued regarding potential solutions and discussions within programs to be had about funding.

#### **OTHER BUSINESS**

None

#### **CLOSED SESSION**

- Executive Director Contract Discussion
  - Board would like to schedule a special meeting to further discuss and vote on ED contract.
  - Board is requesting more budget documentation from CFO for this special meeting.

#### **ADJOURNMENT:**

- Vice Board chair, J. Iversen adjourned at 8:54am.

**NEXT MEETING: October 21, 2020, 7:45 a.m. at MCYP**

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