

**MENDOCINO COUNTY YOUTH PROJECT**  
**Board of Directors**  
**Meeting Minutes**  
**January 20, 2021**  
*via Zoom*

**BOARD MEMBERS ATTENDING:** (=PRESENT, =ABSENT)

Noble Waidelich, City Ukiah PD  
 Cedric Crook, 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; Cecelia Pooley-Gillespie, Clinical Director

**CALL TO ORDER:** Board Chair, M. Hutchins calls meeting to order at 7:45 a.m.

**PUBLIC INPUT**

None

Captain N. Waidelich introduces Lt. Cedric Crook to the meeting, as City of Ukiah's new MCYP Board Member. Lt. Crook will be replacing Captain Waidelich as the city's representative and Captain Waidlich as the alternate.

**PAST MINUTES/AGENDA**

- Approval of October 21, 2020 minutes (J. Iversen motions to approve, W. Galletti, seconds)
- Approval January 20, 2021 agenda (J. Iversen motions to approve, W. Galletti seconds)

**ACTION ITEMS**

- None

**PROGRAM REPORTS**

CFO, Mandie Rojas reports on the following:

- Presents Mid-year report. The report outlines current YTD net profit of approximately \$10,820. While it is hopeful and encouraging to enter the midyear point with a positive net balance.
- J. Iversen inquires about status of MHSA grant. Joanna shares that it is awaiting approval of Board of Supervisors.
- Discussion of mid-year actuals and how MCYP is on target for meeting projected year end budget.
- CFO assisted in 4 Cal-OES RFA continuation proposals, with all program services providing seamless services without gaps in funding.
- MCYP needed to revert \$59k for KE grant (Shelter Services), due to lack of staffing, largely related to Covid and inability to staff in person services during pandemic.

- SP (Supervised Visitation) services have begun, in spite of delays due to Covid. MCYP is in the process of completing the RFA continuation application year two, and will likely not need to revert funds.

Executive Director, Joanna Olson reports the following:

- ED and HR Manager worked with agency employment lawyer to create and implement the Covid Protection Plan (CPP). The CPP revision was necessary due to staff elected travel during time off.
- Medi-Cal Contract is due to be released, staying the same for MCYP at \$760k for the remainder of the year.
- Many reports are due right now, including Basic Center, Cal-OES RFA's. The annual audit is scheduled.
- The federal Basic Center Continuation Application is due at the end of February. The team has been begun working on the proposal development.
- Agency held a virtual All Staff meeting that was well received. MCYP plans to hold more "mini" All Staff meetings every other month for 2 hours each.
- PEI and Shelter programs are working together to integrate program services creating the Youth Services Program. Current projects include developing a timeline to Integrate services and revising job descriptions to attract staffing. There are many benefits to creating this program in support of the varied Youth Worker services provided to youth which includes work between schools, community, sharing shifts at the shelter, grant writing, and drawing down funds (rather than revert).
- No Covid outbreaks at the shelter houses since start of pandemic.
- Brief discussion about staff vaccinations and availability.

Clinical Director, Cecelia Pooley-Gillespie reports on the following:

- Shares her background time at the agency prior to becoming the Clinical Director.
- Shares challenges and successes around providing telehealth services through zoom and other creative ways of serving clients.
- MCYP is in need of another therapist and there is a very qualified applicant in consideration.
- Counseling services is in need of additional bilingual interpretation services. MCYP is the only agency locally with these services. Researching training opportunities for reception staff to provide certified translation services.
- Discussion of services provided by the team and appreciation from Board.

Human Resources Manager, Randi Sanchez Mellus reports on the following:

- Overview of projects consuming most of HR Manager's time, audit, grant applications and Tech team onboarding being the most work.
- Review staff hires and changes since last meeting (as shared in board report).

**OTHER BUSINESS**

None

**CLOSED SESSION**

None

**ADJOURNMENT:**

- Board chair M. Hutchins adjourned at 8:44am.

**NEXT MEETING: February 17, 2021 7:45 a.m. at MCYP**

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