

MENDOCINO COUNTY YOUTH PROJECT

Board of Directors

Meeting Minutes

February 17, 2021

via Zoom

BOARD MEMBERS ATTENDING: (=PRESENT, =ABSENT)

Cedric Crook, City Ukiah PD

Michelle Hutchins, MCOE

Warren Galletti, PAUSD

Noble Waidelich, City of Ukiah PD

Gina Danner, MCOE Alt.

Alt.

Carla Leach, FBUSD

Mark Westerburg, WUSD

Jason Iversen, UUSD

Rebecca Walker, Alt.

Alt.

Beth Kirkley, Alt.

STAFF PRESENT: Joanna Olson, Executive Director; Mandie Rojas, CFO; Randi Sanchez-Mellus, HR Manager; Cecelia Pooley-Gillespie, Clinical Director; Melanie Ulivila, Therapist; Aurelie Clivaz, Program Manager; Amanda Archer, Program Director

CALL TO ORDER: Board Chair, M. Hutchins calls meeting to order at 7:44 a.m.

PUBLIC INPUT

None

PAST MINUTES/AGENDA

- Approval of January 20, 2021 minutes (J. Iversen motions to approve, C. Leach, seconds)
- Approval February 17, 2021 agenda (J. Iversen motions to approve, M. Westerburg seconds)

ACTION ITEMS

- Staywell Resolution FY 21-22
 - M. Westerburg motions to approve, J. Iversen Seconds
 - All in favor

PROGRAM REPORTS

Executive Director, Joanna Olson reports the following:

- CFO led the Financial Audit virtual site visit for FY 19-20, with support from team.
- MCYP continues in the transition of technical supports provided by Technix, led by HR Manager, Randi Sanchez Mellus.
- MCYP Mental Health Student Services Act contract was presented to the Board of Supervisors, February 9, 2021 in the amount of \$549,402. Services will begin with contract approval from HHSA. MCYP will provide 1.33 FTE, therapist /masters level / paraprofessional counseling services. MCYP has received assurance that funds not drawn down in year one will roll over into successive years due to staffing impacts caused by Covid-19.
- The E.D. has been guiding and supporting the thoughts of staff in building upon an agency model of program integration. Staff are motivated to integrate paraprofessional service programs (PEI, Shelter)

to build program capacity overall, and sustain services forward. There is potential of sustaining and building upon services.

- The MCYP Management team participated in the development of the MCYP Standards of Self-Care Policy, led by Gabriella Grant, Executive Director of The Center of Excellence for *Trauma Informed Care* as part of the Trauma Informed Integration Project.
- Staff have been receiving Covid-19 vaccines, which are optional. The management team is in discussion regarding re-entry to in-person services. When the county is in the red tier, we anticipate MCYP will revisit in to in person services, and give staff the option of hybrid/flexible work schedules.

CFO, Mandie Rojas reports on the following:

- MCYP successfully held a virtual site visit for the FY1920 Financial Audit. The draft audit is expected to be available next month for Board review. Although there was loss of files from the ransomware virus, we were able to provide the audit documents requested. There was one piece of documentation connected with our CalOES procurement policy that could not be located due to the ransomware impact. This resulted in a procedural finding within the federal portion of the audit however it will not result in any material or financial impact. On the financial side, there are no findings expected.
- Will share more in the presentation of the Youth Services Program.

Program Director, Amanda Archer, along with CFO, Mandie Rojas report on the Youth Services Program model:

- A. Archer brought to the E.D. and management team the concept of integrating programs allowing for the Shelter and Prevention and Early Intervention Programs to work more closely together for the purpose of drawing down funds, increase staffing and improve oversight.
- This would also maximize the continuum of client services available and simplify the process of connecting youth to the full spectrum of services available at MCYP.
- Key pieces of this shift would include changes to the organizational structure of the PEI and Shelter programs, Title IV-E and Supervised Visitation.
- Adjustments include rebranding the program as “Youth Services”. The Program Director and Program Manager oversee all program components and a Clinical Manager will be assigned directly to this department to conduct mental health assessments to youth who are eligible for therapeutic services and provide clinical supervision to para-professional staff. This would allow a streamlined referral system to assure all youth are offered all services they are eligible for.
- MCYP staff will benefit from a training program overseen by the Training Director, who will increase the quality and continuity of staff training. This position will continue to serve the community training through Title IV-E funding.
- The Youth Services Program integration will result in increased draw down of CalOES funds that have been previously reverted, while increasing staffing and pay for paraprofessionals.
- Presents the steps in the flow chart and how MCYP will implement this change.
- J. Iversen requests that MCYP present the problem and how does the Youth Services Program solve the identified issues.
 - Amanda shared that staff retention has been an issue and would be solved by YSP staff sharing. Drawing down funds of CalOES that were previously reverted.
- M. Rojas shared organizational charts created for the Youth Services program. These charts indicate funding streams, how drawing down supports the overall MCYP budget.
- Financial assessment indicates that MCYP is stable and this program integration is sustainable long term.
- The financial assessment also shows that the agency is in a place that we expect to release the salary freeze, effective July 1, 2021.
- J. Iversen inquires about a statement that MCYP will be combining staff, and/or eliminating Managerial positions.

- The changes come from what is now PEI program. Such as increase FTE of paraprofessional staff, a change in some roles and duties, and assignments of manager or director staff supervising.
- M. Hutchins would like to know what will be the measurement of effectiveness of this new design?
 - Will research and develop a training metric, as well as utilize the WHO-5 to measure staff self-care practices and morale.
 - Discussion around how to measure success of this redesign.

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

- Overview of projects in HR or Admin, audit, panel interviews 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 8:49am.

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

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