

# MENDOCINO COUNTY YOUTH PROJECT

## Board of Directors

### Meeting Minutes

April 21, 2021

*via Zoom*

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

<input checked="" type="checkbox"/> Cedric Crook, City Ukiah PD	<input checked="" type="checkbox"/> Michelle Hutchins, MCOE	<input checked="" type="checkbox"/> Warren Galletti, PAUSD
<input type="checkbox"/> Noble Waidelich, City of Ukiah PD	<input type="checkbox"/> Gina Danner, MCOE Alt.	<input type="checkbox"/> Alt.
<input type="checkbox"/> Carla Leach, FBUSD	<input checked="" type="checkbox"/> Mark Westerburg, WUSD	<input type="checkbox"/> Jason Iversen, UUSD
<input type="checkbox"/> Rebecca Walker, Alt.	<input type="checkbox"/> Alt.	<input type="checkbox"/> Beth Kirkley, Alt.

**STAFF PRESENT:** Joanna Olson, Executive Director; Randi Sanchez-Mellus, HR Manager; Cecelia Pooley-Gillespie, Clinical Director; Aurelie Clivaz, Training Director; Amanda Archer, Program Director

**CALL TO ORDER:** Board Chair, M. Hutchins calls meeting to order at 7:51 a.m.

#### PUBLIC INPUT

None

#### PAST MINUTES/AGENDA

- Approval of March 17, 2021 minutes (W. Galletti motions to approve, M. Westerburg seconds)
- Approval April 21, 2021 agenda (M. Westerburg motions to approve, C. Crook seconds)

#### ACTION ITEMS

None

#### PROGRAM REPORTS

Executive Director, Joanna Olson reports the following:

- MCYP has been revising job descriptions for recruitment of qualified applicants, reviewing hiring strategies, reviewing salary schedules, successfully hired a few staff
- MCYP has been reviewing bilingual services. Researching requirements for staff to receive certification to become bi-lingual translators.
- Agency All Staff survey was conducted. Results were reviewed by the board. Management Team Will share with staff in the coming weeks.
- MCYP has revised Covid-19 procedures what were the revisions, now that Mendocino County is in orange tier the staff are returning part time to office. MCYP is working with teams to coordinate staffing schedules.
- CFO job description was revised to include organizational tasks and duties. CFO roles in general have expanded to include operational duties, resulting in Chief Operations Officer / Chief Finance Officer roles developing across the nation.

- YSP program has worked hard as a team integrating services and introducing staff to new systems tools. Specifically, the new timecard enables staff to report tasks in 15 minute increments. Level of tracking for each funding stream will increase accuracy for allocations.
- Services in the North County continue to grow as evidenced by an uptick in referrals and request of services.
- MCYP is considering the development of a proposal for Maternity Group Home funding, through the Federal Youth Service Bureau, Administration for Children and Families. A Maternity Group Home would provide services to homeless transition aged youth who are pregnant or parenting, between the ages of 18-22.
- Counseling team continues to see clients via telehealth, in person outdoors, or within the office while observing COVID-19 public health guidelines.

Clinical Director, Cecelia Pooley Gillespie reports the following:

- Counseling Program will begin offering services to the Boys and Girls Club (Cal OES CHAT funding) providing small groups and drop-in services.
- MCYP has begun to utilize YSP grant funding streams for CHAT/CSAT only funded clients who age out to utilize YSP grant funding for therapists to continue work with clients who are 18 and would previously have aged out of their CHAT/CSAT eligibility.

Training Director, Aurelie Clivaz reports on the following:

- The Trauma Informed Integration Project training and technical assistance is being implemented at participating sites.
- On May 5th, Gayle Zepeda will be providing a training and on May 20th, Dr. Art Martinez will also be providing trainings on Trauma Informed Care and working with Native youth and their families.
- The E.D. and Amanda Archer, Program Director will participate in the 100 Days Homeless Challenge multi-county project over the next year.

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

- The agency is experiencing hiring difficulties for front office reception staff. Recommendation that the salary schedule be revised to reflect minimum wage increase requirements as well as compensable pay in our area.
- Updated board on staffing changes, hires and terminations.

#### **OTHER BUSINESS**

None

#### **REGULAR SESSION ADJOURNMENT:**

Board chair M. Hutchins adjourned at 8:31am

#### **CLOSED SESSION**

Agency and E.D. evaluation survey results discussed.

**NEXT MEETING: May 19, 2021 7:45 a.m. at MCYP**

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