

Mendocino County Youth Project
Board of Directors
Meeting Minutes
October 19th, 2022

Board Members: (Present, Absent)

Michelle Hutchins, MCOE

Joe Aldridge, WUSD

Jason Iverson, UUSD

Rick Pintane, City of Ukiah PD

Warren Galletti, PAUSD

Jeff Ritchley, LVUSD

Staff Present: Amanda Archer, Executive Director; Mandie Rojas, Deputy Executive Director CFO/COO

Call to Order: Board Co-Chair, J. Iverson calls meeting to order at 8:01 AM

Public Input:

None

Past Minutes/Agenda

- Approval of August 5th Meeting minutes (W. Galletti makes motion to approve, J. Ritchley Seconds)
- Approval of October 19th, 2022 draft agenda (W.Galletti makes motion to approve, J. Aldridge seconds)

Action Items:

- Approval of Health Insurance Proposal (W. Galletti makes motion, J. Aldridge seconds)
In favor:4/ Opposed:0/Abstention: 0
Motion Approved
- Approval of Agency Draft Budget (W. Galletti makes motion, J. Aldridge seconds)
In favor: 4/Opposed:0/Absention:0
Motion Approved

Financial Report: Data and summary provided by Mandie Rojas, Deputy Executive Director CFO/COO

- The agency ended FY21/22 with a deficit. Analysis of contributing factors was provided with major contributing factors including unexpected expenditures relating to E.D. transition, underspent reimbursement based contracts and significantly under-earned Medi-cal contract.
- M. Hutchins suggests increased oversight of productivity rates for Medi-cal and to include clinical staff in discussion regarding strategies to increase productivity.

Draft 22/23 Budget: Data and summary of Draft Budget provided by Mandie Rojas, Deputy E.D., CFO/COO

- Analysis of Revenue breakdown; 62% reimbursement based, 16% Flat Rate and 22% Per Service billing. Highly diversified funding/contract sources lend to increased agency stability.
- Presented budget represents current agency restructure of YSP combining all para-professional and housing based programs and reduction of Administrative positions from 49% of the total agency staffing, to 30% of total staffing and increasing direct services positions by 27%.

Health Insurance Proposal: submitted by A. Archer, Executive Director and M. Rojas Deputy Executive Director.,

CFO/COO

- A. Archer and M. Rojas present agency survey results, summarize extensive benefits to staff recruitment, retention. Low financial risk due to increase expense representing 2% of overall budget.
- Discussion:
Board discusses potential financial impact. J Iverson suggests further research and possibly additional survey with more comprehensive questions. Discussion regarding relatively low employee cost compared to quality of coverage. W. Galletti recognizes both risks and benefits of employee paid insurance premiums.

Executive Report: Written and presented by Executive Director, Amanda Archer

- Awarded Funding:
Emergency Shelter (KE) for 5 consecutive years
Transitional Housing (XH) for 5 consecutive years
AT awarded year 3 of 5.
- 22-23 Executed School Contracts:
Laytonville Unified School District
Potter Valley Unified School District
Redwood Academy
Ukiah Independent Study Academy
Willits Charter School
Willits Unified School District
- 22-23 Pending School Contracts:
River Oak Charter school
- MHSSA Funded school services:
Fort Bragg Unified School District
Shanel Valley Charter School
- Administrative Operations activities:
Apricot Case Management software in final development/testing phase.
- Website Development:
Updated website progress is shared.
- YSP Program Activities:
Supervised Visitation currently paused due to need for state mandated training for staff that is not easily accessible.
- Drop In Center activities/Outreach/expansion:
Extensive development of Drop In Center facilitated activities and drop-in hours newly developed tutoring center. J. Iverson provides suggestions on recruiting peer tutors and school outreach to increase afterschool access of students.
- Summary of YSP outreach activities:
J. Iverson suggests E.D. outreach to school superintendents to share full range of MCYP services. Suggests E.D. attend School Liaison meeting to increase collaboration.
- Staff Training:
Summary of Summer all staff focusing on Trauma informed workplace policies.
Upcoming all staff/training in November

Staffing/Recruitment:

- Revised Job Descriptions for Administrative, Management and YSP staff to accurately reflect current duties and scope of work for each description. Recap of Staff exists and department transfers. Discussion regarding recruitment efforts.

Meeting adjourned: 8:59 AM

Next Board Meeting: November 16th, 2022 via zoom

Board Minutes submitted by Amanda Archer, Executive Director