

Mendocino County Youth Project
Board of Directors
Meeting Minutes
February 1st, 2023

Board Members: (Present, Absent)

Michelle Hutchins, MCOE

Joe Aldridge, FBUSD

Jason Iverson, UUSD

Rick Pintane, City of Ukiah PD

Warren Galletti, PAUSD

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

Call to Order: Board Vice Chair, J. Iverson 7:47 am

Public Input:

- None

Past Minutes/Agenda

- **Approval of November 11th, 2022 Meeting minutes**
Motion to approve: W. Galletti Second: R. Pintane In Favor: Unanimous
- **Approval of February 1st, 2023 Draft Agenda**
Motion to approve: W. Galletti Second: R. Pintane In Favor Unanimous

Action Items:

- **Equipment Use Policy**
Motion to approve: J. Aldridge Second: W Galletti In Favor: Unanimous
- **Acknowledgment of Receipt of Equipment Use Policy**
Motion to approve: J. Aldridge Second: W Galletti In Favor: Unanimous
- **Non-Disclosure Statement**
Motion to approve: J. Aldridge Second: W Galletti In Favor: Unanimous
- **HIPPA Training Policy Agreement**
Motion to approve: J. Aldridge Second: W Galletti In Favor: Unanimous
- **Pages from Personnel Manual Revised**
Motion to approve: J. Aldridge Second: W Galletti In Favor: Unanimous
- **Merit Increase Policy**
Motion to approve: J. Aldridge Second: W Galletti In Favor: Unanimous
- **MCYP Salary Schedule**
Motion to approve: W. Galletti Second: J. Aldridge In Favor: Unanimous
- **Nomination of J. Iverson/W. Galletti as Board Co-Chairs**
Motion to approve: J. Aldridge Second: R. Pintane In Favor: Unanimous
- **Acceptance of Nicole Glentzer, Superintendent as MCOE Board Seat Representative**
Motion to approve: W. Galletti Second J. Aldridge In Favor: Unanimous

Executive Report: Written and presented by Executive Director, Amanda Archer, Deputy Executive Director CFO/COO Mandie Rojas

Funding:

Previously Submitted Proposal Updates:

Peer Wellness Center \$200,000: Award announcements pending.

Applications submitted:

MHSA; 4 Proposals Submitted (\$123,000)

Mental Health Awareness
Prevention/Intervention
De-Stigmatization
Access and Linkages

CAL OES Supervised Visitation (SP) Program for Court-Ordered Custody Cases (\$201,000)

Competitive Application Process for Performance Period May 1, 2023- April 30, 2024

School/Community Contract updates:

River Oak Charter School: Contract fully executed/services active

South Valley High School: Contract fully executed/services active

Shanel Valley Charter School: YSP services are being provided through MHSSA with the potential for expanding services through a contract when the school has funding available.

Juvenile Hall YSP Contract: Draft Contract for the expansion of services is pending, and is scheduled to go before the Board of Supervisors for final approval.

Potential New Funding:

CAL OES Domestic Violence Assistance (DV) Program

Executive Team has determined this funding is not a good fit at this time.

Elevate youth California- (Submission of a proposal under consideration)

Funding provided through the allocation of Proposition 64 funds, provides technical assistance for organizations increasing community SUDT Prevention.

Fiscal:

Profit and Loss Report:

Unaudited financial reports through October 2022 shows a YTD loss being incurred within the counseling program only, all other programs are steady without loss.

Medi-cal Services:

Productivity within the clinical services program continues to be significantly lower than the 65% Medi-cal standard, impacting service capacity and contributing to a financial loss in the Counseling Service Program. The counseling Service Program providers will continue to be updated on the status of the program and invited to contribute ideas for restructuring, per previous BOD suggestion.

FY21/22 Annual Audit

Annual federal financial audit was conducted in January, with the final draft expected to be available in March.

Accounting System Conversion:

The transition from the Escape accounting system to Quick books is in process.

Administrative/Operations Activities:

Apricot Case Management Software Implementation is in the final development testing phase.

Youth Services Program Activities:

Supervised Visitation:

Supervised Visitation services were reinstated in December. 3 Staff completed the recent required training provided by Judicial Council of California. Additional staff will be trained when training next becomes available.

Point in Time Count:

Mendocino County Conducted the annual HUD-mandated Point in Time (PIT) Count. MCYP served as the lead for the inland count, utilizing the MCYP office as the deployment station for partner agencies and volunteers.

Staff News:

All Staff Training

Trauma-Informed Chair Yoga training was provided by “Yoga Ed” at the All Staff meeting in January. CEU’s were provided for eligible staff.

Recruitment:

Exits:

E. Aranda, Admin Asst.,
J. Dickson, Fiscal Specialist.

Temporary Leave:

K Smith, Therapist,
A. Noriega, Admin Asst.
N. Torres YSP Program Manager

Department Transfers:

M. Aguilar
J. Martin

New Hires:

A. Ortiz, Admin. Asst.
R. Page, Youth Success Coach
J. Diggs, Youth Success Coach
S. Costa, Youth Success Coach

Currently recruiting for: Therapists, AOD Counselors, Youth Success Coaches

Meeting Adjourned: at 8:36 am by J. Iverson

Next Board Meeting: March 15th, 2023 7:45am to 9:00 am VIA ZOOM
Board Minutes submitted by Amanda Archer, Executive Director