

**YAMHILL COMMUNITY ACTION PARTNERSHIP**  
**Board Meeting Minutes**  
**July 26, 2016**

**Board Members Present:** Chair Gwen Jernstedt, Treasurer John Larsen, Jon George, Bernt "Al" Hansen, Ann Scott, and Arlene Warden.

**Board Members Absent:** Vice Chair Ryan Connor, Secretary Denise Bacon, David Case, Mary Starrett, and Amber Sherwood.

**Staff Present:** YCAP Executive Director, Jeff Sargent.

**Guests:** Prospective Board member, Sara Driskill, her mother and her child.

**Call Meeting to Order:** Chair Gwen Jernstedt called the meeting to order at 3:15 pm.

**Consent Agenda:**

**Approve June Minutes:** The minutes of June 28, 2016 were presented for review.

**Motion:** John Larsen moved to accept the minutes as presented. Bernt "Al" Hansen gave the second. The motion carried.

**Financial Report:** John Larsen explained that YCAP has just finished its fiscal year and that an updated report will be given at the next Board meeting. John reviewed sections of the new Policies and Procedures guidelines, explaining the changes that have been made. He also explained that this is just a beginning because of the new Federal standards for all non-profits as eventually the whole manual will need to be re-written.

**Motion:** John Larsen moved to approve the new changes to the Policies and Procedures guidelines as presented. Jon George gave the second. The motion carried.

**Action Items:**

**Board Member Election:** Sara Driskill, a parent and a representative from Head Start, was presented to fill a Low Income position on the Board.

**Motion:** John Larsen moved to appoint Sara Driskill to the unoccupied Low Income position on the YCAP Board. Arlene Warden gave the second. The motion carried.

**YCAP Social Networking Policy:** Executive Director Jeff Sargent presented a new YCAP Social Networking Policy, which was designed as a guide for staff on appropriate use of YCAP's

networking sites. Jeff also said that a new website is being designed by a newly hired firm and will be presented in September.

**Motion:** Sara Driskill moved to approve the YCAP Social Networking Policy as presented. Jon George gave the second. The motion carried.

**Strategic Plan Review:** Jeff Sargent presented an in-depth visual review of the YCAP'S Strategic Plan noting the changes and additions. He discussed the plan goal by goal, including developing more partners, options for serving the homeless, and serving on the Affordable Housing Task Force. As some of the goals may take more time to develop or complete, John Larsen suggested there may need to be some changes or adjustments in the time lines. The Board thanked Jeff for all he is doing to establish outreaches to community resources.

**Discussion Items:**

**Employee Engagement Initiative:** Jeff Sargent shared that a task force had been established to evaluate the culture of the times and establish core values of "who we are." The task force finished and came up with adjustments to stand alongside our mission statement. Jeff expressed his appreciation of this effort and asked the Board to support and approve this effort. If approved, Jeff will present this to the staff on August 9<sup>th</sup> at the All Staff Meeting. The Board thanked Jeff and approved this initiative by consensus.

**Window Leak Resolution:** Jeff shared that the window negotiating was concluded by the issuance of a \$175,000 settlement amount. This will be sufficient to take care of the window and wall damage.

**Management Report:** In addition to Jeff's written management report, he shared that eight of the thirteen air conditioner units that have been installed for low income seniors, have been paid for by donations. Jeff also reminded the Board that the Yamhill County Fair is set for next weekend and donated funds will be used to purchase a pig for meat for the food pantry.

**Praise and Polish:** Under the Praise column, the Board suggested: Strategic Plan discussion, window repair reimbursement checks, air conditions for seniors, and the new Board member. Listed under the Polish column: Realistic deadlines for Strategic Plan, goals and markers.

**Next Meeting Date:** There will be no Board meeting in August. The next meeting date is set for September 27, 2016

**Adjourn:** Chair Gwen adjourned the meeting and thanked the Board for their faithful service.

**Respectfully,**

Ann Scott, Acting Secretary