

YAMHILL COUNTY ACTION PARTNERSHIP

Board Meeting Minutes

September 29, 2015

Board Members Present: Chair, Gwen Jernstedt, Secretary, Ann Scott, Treasurer, John Larsen. Members, David Case, George Robertson, Mary Starrett, and Arlene Worden.

Board Members Absent: Vice Chair, Ryan Connor, Members, Denice Bacon, Jon George, Bernt "Al" Hansen, and Ember Sherwood.

Others Present: Executive Director Jeff Sargent and Finance Director Christeena Whitfield.

Call to Order: The Chair, Gwen Jernstedt called the meeting to order at 3:00 pm.

Introductions: Jeff Sargent introduced Christeena Whitfield, the new Financial Director. Christeena gave a brief overview of her position and goals. The Board expressed their appreciation for her commitment.

Consent Agenda:

Approve July Minutes: The minutes of the July 28, 2015 were presented for review.

Motion: Mary Starrett moved to approve the July 28, 2015 minutes as presented. John Larsen gave the second. The motion carried.

Financial Report: Treasurer John Larsen gave the financial report, stating that Matt Lazzeri has resigned from the Finance Committee. The Board suggested that Board member Jon George might be a suitable replacement. John Larsen agreed to contact Jon to see if he is interested.

A review of the preliminary FYE 6/30/15 financials show unrestricted cash up \$80,000 compared to the previous year. Food inventory, a non-cash item, is down \$33,000 compared to the previous year due to a retroactive valuation change by the Oregon Food Bank. John also explained that the \$50,000 endowment, which had previously been recorded as an asset, is now considered a donation that has been expensed and will only appear as a footnote to the financials. YCAP showed a net surplus of \$13,000 for FY15 compared to a budgeted deficit of \$32,000. Now that Camellia Court is a wholly owned entity, it will be incorporated as a separate department into the YCAP financial reports going forward.

A review of the one month YTD financial for FY16 did not include a comparison to prior year, but that will be included once the prior year is closed. The August 2015 financials are not yet available due to the need to complete the final closing for FY15 and completion of the audit in progress. Personnel expense was \$11,000 under budget due to open positions. Other expenses were \$49,000 under budget due to a delay in the Master Grant Agreement and direct client payments. A \$12,000 surplus before depreciation and non-cash items was caused by the required value adjustment to the food inventory.

A \$50,000 payment on the land contract was made to Dean Klaus in July, leaving a balance of \$75,000. This will be completely paid off in 2016.

The annual agency audit is going well with audited financials expected to be available in November. We are also receiving a fiscal audit from Oregon Housing and Community Services.

Motion: George Robertson moved to approve the financial report as presented. Mary Starrett gave the second. The motion carried.

Action Items: None

Discussion Items:

Board Participation: Gwen Jernstedt shared that each Board member is committed to making a signed contribution at least once a year to YCAP. Jeff Sargent also shared that he would like to see more participation of the Board members at YCAP events.

Temporary Employee Holiday Pay: Jeff Sargent discussed this and said that he will present a written proposal at the next Board meeting.

Strategic Planning Process: Jeff Sargent shared that one of his goals is to improve media relations. He also shared that he and staff met together to go through the goals and strategies identifying action items and details for each strategy. The group will meet again and he will present details on the Strategic Plans for the Board to review at the October meeting.

Committee Assignments: Jeff Sargent stated that the Committee Assignments will be flushed out and will be presented for review by the Board.

Window Leak Repair Update: Jeff Sargent shared copies of the recent news article in the News Register regarding the negotiations for the window leak repair. He will continue to keep the Board apprised.

Management Report: Jeff Sargent reviewed the Management Report, adding that he has been meeting with key persons involved with the homeless needs in the community. He sees YCAP as a leader in homeless outreach. Jeff and Julie Miller have also has been working on the Fall edition of the YCAP newsletter, which will be going out next week. In conjunction, the website is being updated. He is also working on community development in the Newberg area.

Interviews, Staff Meeting Intros: Jeff reminded the Board that the staff meeting is always scheduled for the second Tuesday of each month, and that the next meeting is October 13, 2015. He urged the Board to attend and get to know the staff. Jeff thanked the Board for their time and commitment.

Adjournment: Chair, Gwen Jernstedt adjourned the meeting at 4:30 pm.

Respectfully,

Ann Scott, Board Secretary