

WCCAO BOARD MINUTES
MAY 18, 1994
WASHINGTON COUNTY COMMUNITY ACTION ORG.
CONFERENCE ROOM

Board Members Present

Darlene Greene
Gregory Zuffrea
Shirley Huffman
Commissioner Linda Peters
Senator Bob Shoemaker
John Kelly
Sherry Robinson
Russell Wilkinson
Charlotte Karvia

Guest

Margaret Eickman

Board Members Not Present

Gene Mitchell
Cindy Hirst
Sandy Miller
Dick Stenson
Jose Jaime
Maria Loreda

Staff

Jerralynn Ness
Nick Green
Pam Wilkinson
Pilar C. Kleier

AGENDA

1. **Call to Order, Introductions & Member Announcements**
Shirley Huffman, Chair called the meeting to order at 6:18 p.m.
2. **Agenda Revisions**
Item #6 was deleted from the agenda.
3. **Consent Agenda**
 - a. Approval of April 20, 1994 Minutes
 - b. Acceptance of April 30, 1994 Finance Report
 - c. Endorsement of "Principals for Welfare Reform in Oregon".

Linda Peters moved to accept the consent agenda, Bob Shoemaker seconded, motion carried.

4. **Opening:**
 - a. Christmas in April Experience - Greg Zuffrea
Greg Zuffrea reported to the Board that was a great experience working in this project . We had a great team and that he will hire Jerralynn anytime to do any project around his house! He encouraged all Board members to work on this project next year.

- b. **Anywhere But Here Exhibit -Bob Shoemaker**
Bob Shoemaker reported on the exhibit on the History of Housing Discrimination that is displayed at the Oregon Historical Society this week. He mentioned that was very interesting and that Jerralynn gave a great presentation. The display will be traveling to different cities.

5. **Multi Service Center Report - Shirley Huffman**

- a. **Capital Campaign - Pam Wilkinson**
Pam Wilkinson reported that the Capital Campaign Committee selected five major donors to approach them for their contributions.

Shirley Huffman reported that she has an appointment next Monday with Glen Walter Nursery.

Pam Wilkinson reported that First Interstate Bank gave us \$15,000 and Oregon Title gave us \$7,500. We have raised \$1,750,564 and the balance needed is \$749,436.

- b. **Building Committee - Russ Wilkinson, Chair**

Jerralynn Ness said that there will be an Executive Committee meeting in early June.

Nick Green reported that the U. S. Bank confirmed that we have the loan for \$900,000 if we need it.

Russ Wilkinson reviewed the Multi-Service Center Construction, Roles and Responsibilities that was included in the Board packet. Questions followed.

Sherry Robinson moved to accept the presented Board Roles and Responsibilities, Bob Shoemaker seconded, motion carried.

Russ Wilkinson said the bids will close 5/17/94 They will be reviewed and evaluated on 6/10/94. The contractor will be selected and the contract will be signed. Construction will begin 6/22/94.

Ground breaking ceremony is June 20th. Invitations will be sent to present and past Board Members, Public Elected officials, donors and staff. Reedville Cafe will cater. Hank March and staff will also be invited. Russ Wilkinson recommended to have buttons or badges to identify Board members. Sherry Robinson recommended to have a tent in case it rains.

7. **Personnel Committee Report** - Nick Green/Charlotte Karvia

a. **Financial Impact of additional benefit increases**

Charlotte Karvia reported that the Committee reviewed the financial impact of:

1. Full family medical coverage in the first year.
2. Full family dental coverage.
3. Bringing grade H wage levels up to Federal poverty guidelines.

The financial impact is \$197,000.

b. **Committee Recommendations on benefits**

The committee recommended that we are not in the position to afford this increase this coming fiscal year, but it was recommended to do it for FY 95-96.

Sherry Robinson moved to accept the Board Personnel Committee recommendation, Linda Peters seconded, motion carried. Russ Wilkinson abstained from voting.

c. **Personnel Policies Revisions** - Nick Green

Nick Green explained the changes in the WCCAO Personnel Policies: Compensation Section.

Health Insurance

Changes were:

- | | |
|----------|------------------------------|
| 2nd year | Employee + 1 dependent |
| 3rd year | Employee + 2 more dependents |

Employees on leave with pay will have their health premiums paid by WCCAO. Terminated employees or those on leave without pay may continue their health coverage at their own expense, according to federal regulations.

WCCAO will pay health coverage for the first 12 weeks of a medical leave. In case of financial hardship, the Executive Director may extend the payment of this coverage for the duration of the medical leave.

Dental

WCCAO will pay for dental coverage for all employees beginning in the first year of employment.

Annuity Plan

Employees completing their second year of employment are entitled to WCCAO-paid annuity contributions. WCCAO will contribute to a 403-B annuity plan according to an approved schedule.

Vacation Accrual and Scheduled Vacation

All employees hired to work at least half-time will accrue vacation time in proportion to their FTE, as stated on their most recent Employee Action Form.

Years 1 - 6	3.24 hours per pay period
3 - 6	4.61 hours per pay period
7 +	6.00 hours per pay period

Bob Shoemaker moved to approved the Personnel Policy Revisions, Linda Peters seconded, motion carried.
Russ Wilkinson abstained from voting.

8. **1994-95 Planning Issues** - Jerralynn Ness

Jerralynn ness reported that the financial reports were separated, the WCCAO Statement of Revenues, Expenditures and changes in fund balance are explained in Statement #1. The Multi Service Center Building Project Balance sheet of April 30, 1994 are explained in Statement #2.

Jerralynn also reviewed the draft of WCCAO'S 1994-95 Annual Plan. Mission Statement and Values did not change. The Strategic Plan under Goal III was changed. The Organizational Chart was reviewed with the changes.

Russ Wilkinson expressed concern about too many duties and supervision under the Administrative Support Services Department., and was concerned whether the Director could do all the financial duties. Russ recommended for a committee to study this issue. Discussion followed.

Jerralynn said the MAT will continue to look at WCCAO's Organizational Chart to decide what it will be best for the agency.

Jerralynn reported that WCCAO agreed to provide financial support to TVFC for two years. We have a deficit of \$5,000 for the relocation of TVFC from Aloha to Hillsboro. This year WCCAO gave \$27,000 to TVFC and she asked the Board to allow WCCAO to give \$10,000 to TVFC next year.

Linda Peters moved to approve the request, Greg Zuffrea seconded, motion carried.

9. **Executive Director's Report** - Jerralynn Ness

a. **Executive Committee Meeting**

This meeting has been scheduled for 6/6/94 at 5:30 p.m. -WCCAO Conference Room.

b. **Annual Meeting Dinner & Elections**

June 15, 1994
5:30 - 8:00 p.m.
Su Casa Imports Restaurant
1050 S. E. Walnut St.
Hillsboro, OR

c. **Board Membership**

We have 2 vacancies on the Private Sector
4 vacancies on the Low Income Sector
or 5 if Jose Jaime leaves.

Jerralynn asked the Board to think about names for these Board vacancies.

Russ Wilkinson suggested to ask Debbie Baker to represent the low-income sector. Russ asked for a Hispanic business representative for the Hillsboro Chamber of Commerce.

d. **Wellness Day**

Jerralynn Ness reported that Shirley Huffman join the staff for their 20th years anniversaries (Betty-Lu Sanders, Judy Schilling and Diana Desimone). Other staff celebrating 10-15 years of employment were also recognized.

Jerralynn Ness reported that the Head Start program was audited for U. S. meals.

Jerralynn Ness reported that an Executive Director will be recruited for the NACF Association.

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10. **Good of the Order**

Sherry Robinson reported that Dr. Transue will be replacing Betty Duval at PCC.

Meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Pilar C. Kleier