

**4Cs Board of Directors Meeting**  
**August 18, 2009**  
**Minutes**

Board Members present: Katie Pierce, David Wattell, Gary Hochman, Tracy Johnson, Renee Whitlock, Bob Sayers, Christina Curry

Absent: Tom Schwedhelm, Jo McCormick, Rene Casilli

Staff present: Melanie Dodson, Michelle Pearson, Mira Wonderwheel, Tina Paige, Jeanette Swanstrom

The meeting was called to order at 6:05 PM and the Mission Statement was read aloud.

The agenda was approved unanimously (**M/Pierce, S/Hochman**).

The minutes from the June 16, 2009 meeting were approved unanimously (**M/Wattell, S/Hochman**).

**1. Executive Committee Report**

President Whitlock announced that in the interest in using less paper a lap top will be brought to board meetings to display documents as they are being discussed. Board members can print out agenda documents or not as they wish.

The board wants to support the Holiday Party committee again and asks that the committee let them know how they would like the board to help. Mira announced that on September 19<sup>th</sup> there will be a garage sale to raise funds for the party at Claudia Gonzalez' house in Rohnert Park. Board members are invited to donate items.

Gary announced that he would like to host a party for board members and the management team at his house on September 11<sup>th</sup>.

**2. Finance Committee**

Katie Pierce presented the Whistleblower policy that the Finance Committee reviewed at their meeting on August 13, 2009. This form was recommended by the 4Cs insurance carrier, NIAC. Tom Schwedhelm, a member of the committee made a suggestion for a slight change in the wording regarding the time table for handling a complaint.

The Finance Committee recommended adoption of the policy with the change in the wording suggested by the committee. A motion to approve the Whistleblower Policy was approved unanimously (**M/Sayers, S/Johnson**).

Katie reported that a committee of board and staff are interviewing 4 banks later this week with the goal of finding a bank that will be more responsive to 4Cs needs regarding our line of credit, general level of service and donations to our agency.

Katie and Michelle Pearson commented on our end of the year fiscal reports. The total 08-09 loss will be about \$18,000 smaller than projected in our original budget. The fiscal team was complimented for managing our contracts in the most efficient way possible.

**3. Executive Director's Report**

Melanie covered the following items in her report:

- New website under construction
- Photo of 4Cs featured on Human Race Celebration report
- No cuts to our agency in the State Budget
- 09-10 Budget will be presented to the board in September
- 4Cs will be picking up children in our AP program who are losing care due to the end of the Latchkey After School Program. Funds are being lost by Extended Child Care and a program in Geyserville.
- We are in the middle of a hiring process to fill the Client Services Director position. Mira will be transitioning to the Community Relations Director position; for the first year she will be training the new Director as well as beginning her new duties.
- Two centers, Wright State Preschool and Bennett Valley Child Development Center are now open. We are moving forward with our plans to move the main office.
- We will be collaborating with several groups who are planning to apply for Prop 63 Mental Health funding. If any of the groups are funded we may have a part time position in the R&R Department.

#### **4. Center Emergency Closure Resolution**

Melanie explained that we are requesting a resolution from the Board to declare an emergency closure of 8 days due to the Taylor Mountain/Bennett Valley move.

Our state consultant was concerned by the length of time it took to move, 8 days seemed too long, but once Sue Katz explained the various problems we encountered at the new site and with licensing we are assured that these days will be approved.

Renee read the Resolution aloud and it was approved unanimously by the board. **(M/Sayers, S/Pierce).**

#### **5. Center Policies**

4Cs Food Program is participating in a pilot program with the Contra Costa County R&R agency and WIC. We are asking child care providers to create and follow Nutrition and Activity Policies. The board is asked to approve the Nutrition and Activity policies for our 4Cs centers, these will go in the Parent Handbook.

A motion was made to approve the policies and passed unanimously.  
**(M/Pierce, S/Wattell).**

#### **6. Strategic Planning Committee Report**

There was no report.

#### **7. Personnel Nominating Committee**

Gary Hochman announced that the committee will be doing an evaluation of Melanie Dodson, Executive Director. Questionnaires will be sent to board members and some of the management team. Melanie will also do a self-review.

#### **8. Development Committee**

Bob Sayers reported that we received \$1000.00 from the Center for Spiritual Living and we will be making a presentation to their members in the next few months. In November we will be mailing out letters for the 2009 Ask Campaign.

The meeting was adjourned at 7:36 PM. **(M/Wattell, S/Sayers).**