



The Ranch
Regular Meeting Minutes
Monday, March 18, 2019 - 7 p.m.

Dairy Knoll, 600 Ned's Way
Tiburon CA 94920

Call to Order

Chair Feder called the meeting to order at 7:05 p.m., with the following Boardmembers present:

Melissa Feder - Belvedere representative, Chair
Bob McCaskill - Belvedere representative
Julianne Schaefer - Belvedere representative
Erin Burns - Tiburon representative
Jim Fraser - Tiburon representative
Jerry Riessen - Tiburon representative, Vice Chair
Sherry Wagenheim - RUSD representative

Belvedere representative Peyton Stein was absent and there is one Tiburon board vacancy.

Staff in attendance: Jessica Hotchkiss, Interim Director; Michelle Barsky, Office Manager; Diane Crane Iacopi, Minutes

I. Public Comment

There was no public comment, however, Chair Feder introduced Office Manager Barsky and said she would be transitioning with Diane Crane Iacopi as minute-taker.

II. Minutes

- A. Approval of minutes for the January 21, 2019 meeting
Moved/Second (McCaskill/Fraser) to approve the minutes, as written.
Vote: Ayes: Feder, McCaskill, Schaefer, Burns, Fraser
Abstain: Riessen, Wagenheim
Absent: Stein

III. Finance Reports

- A. Review of February Fiscal Year End 2018-19 Cash Report

Chair Feder asked to continue the item because until the ad hoc Finance Committee could meet to review the report. But she asked Interim Director Hotchkiss if she could provide a more general overview to the Board.

Hotchkiss reported that summer registration had opened, utilizing the new Perfect Mind software, and that registration was ahead of where it was last year. She said a fourth week of Harry Potter Camp had been added due to popular demand.

Hotchkiss said that spring registration opened on February 11 but was slower. She surmised that people wait until closer to the start date of classes to enroll, based on previous experience, and this created some uncertainty. In response to a question from the Board, she said that enrollment was close to 90% for the spring classes that had already started.

Hotchkiss also reported that Marin Social Sports had reached an enrollment of 400 members and continued to grow.

IV. Discussion Items

A. ActiveNet and PerfectMind update

Interim Director Hotchkiss said the implementation of the new Perfect Mind software had gone smoothly, with few glitches. She said it had been well received as more user friendly by the public. She commended Office Manager Barsky for her job implementing it and being the power user.

Hotchkiss also said that while the Active Net contract had ended in February, the company had extended its grace period for access to the database until March 29.

B. Upcoming Events and meeting invites

Hotchkiss reviewed the 2019 Special Events calendar and encouraged Boardmember help and participation in various events. Chair Feder said meeting invites would be sent to Boardmember calendars, along with board meeting dates.

C. Form 700 Reminder

Hotchkiss said the Boardmember forms were due by April 1.

V. Action Items

A. Recommendation to approve Resolution 2019-03-1 Appointing Jessica Hotchkiss as Executive Director of The Ranch

Chair Feder read the following statement into the record: "The next item on the agenda is a resolution approving the appointment of Jessica Hotchkiss as Executive Director of The Ranch.

Pursuant to Government Code Section 54953(c)(3), the following is a report of the portions of the employment agreement affecting compensation:

In March 2019, The Ranch conducted interviews for the position of Executive Director of The Ranch. The Ranch is pleased to announce that the Board has selected Jessica Hotchkiss for the position. The Board has determined she is entitled to the following terms of salary and benefits: She will receive an annual salary of \$82,000, she will

receive \$815 per month toward a cafeteria medical/dental benefit plan or an in-lieu cash payment, and The Ranch will pay 7.5% of her salary into a 457 retirement fund.”

Ms. Hotchkiss left the meeting. Chair Feder called for a motion.

Moved/Second (McCaskill/Wagenheim) to approve the resolution.

Vote: Ayes: Unanimous (Feder, McCaskill, Schaefer, Burns, Fraser, Riessen, Wagenheim)

Absent: Stein

Upon her return, Ms. Hotchkiss thanked the Boardmembers for their support and said she was looking forward to assuming the role of Executive Director. Chair Feder welcomed her on behalf of the Board, stating “we’re all on your team”. She invited Hotchkiss to call upon the Boardmembers anytime for help.

B. Needs Assessment Part I (transitions and quick wins)

Chair Feder noted that Director Hotchkiss would temporarily be doing two jobs as both supervisor and director. And although a more comprehensive needs assessment was on the schedule for the coming year, Feder recommended that the ad hoc Finance Committee meet with the new director to authorize her recommendations for backfilling positions in the short term. Feder said this would allow staff to be in place by April or May when fall program enrollment begins, which is earlier than the next time the Board meets.

Moved/Second (Riessen, McCaskill) to approve the Chair’s recommended plan of action.

Vote: Ayes: Unanimous

Absent: Stein

VI. Adjourn

There being no further business before the Board, Chair Feder adjourned the meeting at 7:40 p.m.