

# SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

## POLICY COUNCIL MEETING MINUTES

June 20<sup>th</sup> 2023

### Virtual Teams Meeting

#### PRESENT:

(PC) Ashley Primeau Parkview Catherine Wilson EHS Grants Pass Cassandra Bryan PAT  
James Grice EHSGP Tammy Free IV Yunyu Patterson CP  
Jayme Hurd CP Melissa King ASH Jessika Kanable Comm rep  
Viktoria Calvo ASH

#### (STAFF)

Chalesa Duewall-  
Katherine Clayton, Executive Director  
Deborah DeSarah, Finance Director  
Stephanie Finch, 0-5 Head Start Director  
Shanice Stringer, PFCE Supervisor  
Nikki Hill, PFCE Supervisor  
Todd South, Facilities Director  
Yoana Martinez, PFCE Admin Assistant

#### Policy Council Leadership Team 2022-2023

Chair- James Grice  
Vice Chair- Yunyu Patterson  
Secretary- Vacant  
Alternate Secretary- Autumn Byrd  
Treasurer- Catherine Wilson  
Alternate Treasurer- Jason Peters  
Board Liaison- Catherine Wilson  
Alternate Board Liaison - Vacant  
State Representatives - Jason Peters & Yunyu Patterson  
Alternate State Representative- James Grice

#### CALL TO ORDER, ROLL CALL, AND GROUND RULES:

James Grice called the meeting to order at 1:38PM. A Policy Council quorum  
(Was) Established after roll call.

#### PUBLIC COMMENT PERIOD: None

**Catherine Wilson made a motion to approve May minutes. Tammy Free second the motion to approve the May minutes. No abstentions, No one opposed, motion was carried.**

**Warm up Activity- what** summer plans do you have. Concerts, movies, events in the community?

PC Members and Staff had an opportunity to share what they like doing during the summer, if anyone had plans or what they would be doing with their family responses: Camping, Fair, go to the park, go to movies at the park, concerts etc.

### **Consent Agenda- Stephanie Finch**

Stephanie went over the consent agenda that included meal counts, enrollment report and financial statement. There was no question in regards to the reports. PC members can access all reports on SharePoint for Policy Council

**Yunyu Patterson made a motion to accept the consent agenda. Catherine Wilson Second the motion of the consent Agenda. No abstentions, No one opposed, Motion was carried**

## TREASURER'S REPORT

### Directors Report

- I am working daily on the 5-year grant renewal. Working with the departments to ensure all components are completed accurately. The grant application is due August 1st. Program goals and school readiness goals are being finalized so that they may be submitted as well.

### Center Updates

- ERSEA/IS/IT Dept. Update-
  - ERSEA is selecting classes in both counties for both EHS and HS
  
- Education Department Update
  - Education is helping HS finish the year strong. They are hiring for classroom positions and additional Education Supervisors. Education is also helping EHS finish out the year and supporting the Home-Based Home Visitors with planning larger socialization groups.
  
- Health & Nutrition Department Update –
  - Health is planning for Health Kick-Offs! They will take place over two weeks in July for both Jackson and Josephine counties.
  - Nutrition is actively hiring for the next program year, with some strong candidates.
  
- PFCE Department Update –
  - PFCE is also hiring for the next program year. The new wages has increased applicant flow with some strong candidates.
  -
  
- The Family Connection Updates
  - For events, and parenting classes happening in the community during the summer visit [thefamilyconnect.org](http://thefamilyconnect.org) to see flyers and be able to register

### **Training: Facilities**

Todd South- joined us to talk about the different updates that are happening within SOCF. Update of all summer procedure that happen during the summer to prep for September start of school year to have everything prepped and ready

Facilities: Ashland - Minor renovation of the Ashland facility will begin on 6/20/23. Focus will be renovating children and adult bathrooms, cabinetry, flooring and paint.

- Phoenix/Talent - Renovation of one classroom for EHS will begin on 6/20/23. Addition of bathroom, cabinetry, flooring, and paint.
- Rogue River - Exterior painting of all buildings
- Merlin - Exterior painting of building
- IV - working through 1303 process for new construction of HS/EHS
- Redwood - Working through adjustments needed for EHS classroom
- Parkview - Working through adjustments needed for EHS classroom
- White City - Working through adjustments needed for EHS classroom

### **Committee Updates-**

-Facilities met. James gave a quick overview of what was talked about same updates as Todd shared with us and the plans they have for future and in preparation on upcoming school year.

-Budget Committee. Ashley Shared with us the proposed budget for 2023-2024, going and explaining each category. Budget proposal handout can be found on policy council member page on Share Point. A vote is needed for the budget proposal

**Ashley Primeau made a motion to approve the 2023-2024 budget proposal Catherine Wilson seconds the motion to approve the proposed budget for 2023-2024. no abstentions, no one opposed, the motion carries**

NHSA Conference Presentation- James and Yunyu shared a bit more of the different workshops that they attended at the national conference in Arizona.

### **ANNOUNCEMENTS**

-Program end dates reminder

- Community Events- Children's Festival, Britt Concerts

-The Family Connection summer classes- visit [thefamilyconnect.org](http://thefamilyconnect.org) to see all events and parenting classes happening during the summer

### **Three things to take back to center:**

1. **Write a journal together with your children**
2. **There is a big waitlist for program, and enrollment has started selection**
3. **10 tries for veggies to be accepted**

### **Name Tag**

1. **Melissa**
2. **Katie**
3. **Ashley**

### **Adjournment**

**Catherine Made a motion to adjourn the meeting. Yunyu Second the motion to adjourn the meeting. No abstentions, No one opposed, motion was carried.**