

# **SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**

## **POLICY COUNCIL MEETING MINUTES**

**October 14<sup>th</sup> 2025 5:30-8:30  
1001 Beall Lane, Central Point, OR 97502**

### **PRESENT:**

(PC)	Alicia Albarran Ariel Huffman Ebony Brooks Elena F Jamey Owens Jennifer Miller- Anderson Kasydie Winner Lynessa Gilbert Melanie McGrath Nancy Fitzgerald Nicholas Miller Samantha Hill
James Grice (STAFF)	Katherine Clayton- Executive Director Stephanie Finch- Head Start Director Brently Wingler- Family Services Supervisor Shandi Phelps- Family Services Supervisor Shanice Stringer- Family Services Supervisor Yoana Martinez- Family Services Admin Assistant Bethanee Grace- The Family Connection Program Manager

### **Policy Council Leadership Team 2024-2025**

Chair- James Region 6  
Vice Chair- Stacie Region 4  
Secretary- Heidi Di Betta region 4  
Alternate Secretary- Vacant  
Treasurer- Yunyu Patterson Community Rep  
Alternate Treasurer- James Region 6  
Board Liaison- Keana Adams Region 7  
Alternate Board Liaison- Barbara Woodrum region 8  
State Representatives- Stacie and Jayme  
Alternate State Representative- Donea

### **PUBLIC COMMENT PERIOD: None**

During our Policy Council Orientation, parents were given the opportunity to learn more about their roles and responsibilities as Policy Council members. They gained a clearer understanding of the job

duties, meeting procedures, and the importance of parent participation and leadership within the Head Start program.

We reviewed the **Parent Code of Conduct** and discussed why it is essential for maintaining a positive and productive environment. Parents also learned about each of the **Executive Leadership Positions** and were informed that an election would take place toward the end of the meeting.

All members signed **liability and conflict of interest waivers**, and we took pictures of participants to be displayed at each center. These will be distributed at the next Policy Council (PC) meeting so members can take them back to their sites.

We introduced and expressed appreciation to the outgoing Policy Council Executive Board for their service. **James**, our outgoing Chair, helped facilitate this final meeting.

## Meeting Proceedings

**Call to Order & Roll Call:**

James called the meeting to order and conducted roll call. A quorum was met.

**Approval of Previous Minutes:**

James requested review of the previous meeting's minutes. A motion to approve was made by Nicholas Miller, seconded by Jamey Owens, and carried.

**Consent Agenda:**

Stephanie presented the consent agenda, which included:

- o Meal Counts
- o Enrollment Report
- o Financial Statements
- o Program Information Summary

**A motion to approve the consent of agenda was made By Ariel Huffman and Seconded by Samantha Hill and motion was carried.**

**Treasurer's Report:**

Yoana provided an overview of the Treasurer's Report.

**Director's Report:**

Katherine presented the Director's Report and discussed an **Information Memorandum (IM)** and **Program Instruction (PI)** received from the Office of Head Start. She explained that:

- o **IM** provides informational updates.
- o **PI** includes directives that must be implemented by the agency.
- o Katherine also presented a **Reduction in Force (RIF)** proposal outlining the agency's plan in the event of a government shutdown that could delay funding (effective November 1st for our grant). The proposal detailed procedures for potential staff layoffs and center closures.

**A motion to approve the proposed RIF plan was made by Jamey Owens, seconded by Samatha Hill, and motion was carried.**

## **Elections**

Family Services facilitated the election process for the new Executive Board. Parents ran for leadership positions, and the following individuals were elected:

- **Chair:** Ebony
- **Vice Chair:** Samantha
- **Treasurer:** Ariel
- **Board Liaison:** Lynessa
- **Alternate Board Liaison:** Nancy
- **State Representative:** Jamey

Elections for **Secretary, Alternate Secretary, and Alternate Treasurer** will continue at a future meeting.

## **Announcements**

Yoana reminded members to:

- Complete meeting evaluations.
- Sign up for committees.
- Note that the **next Policy Council meeting will be held on Tuesday, October 18th at Parkview Center.**

**A motion to adjourn the meeting was made by the new Chair, Ebony, and the meeting was adjourned. Motion made by Nicholas Miller and seconded by Samantha Hill. Motion was carried out with no opposition or abstention.**