

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

POLICY COUNCIL MEETING MINUTES

**November 18^h 2025 5:30-7:30
Parkview Head Start Center, Grants Pass**

PRESENT:

(PC) First and last name

(STAFF)

Christine Russo- Family Services Manager
Brently Wingler- Family Services Supervisor
Shandi Phelps- Family Services Supervisor
Shanice Stringer- Family Services Supervisor
Yoana Martinez- Family Services Admin Assistant

Policy Council Leadership Team 2025-2026

Chair- Ebony	Board Liaison- Lynessa
Vice Chair- Samantha	Alternate Board Liaison- Ariel
Secretary- Nicholas	State Representatives- Nancy and Jamey
Alternate Secretary- Brandy	Alternate State Representative- Alicia
Treasurer- Ariel	
Alternate Treasurer- Nancy	

Activity:

We did our activity and people got to share what they are grateful for, many shared similar responses including grateful for family, their children, health and the people around them.

Meeting was called to order at 5:58pm by our chair Ebony, roll call was taken, quorum was met

PUBLIC COMMENT PERIOD: None

Approval Of Minutes

Ebony asked for a motion to approve the October Minutes. Nicholas made a motion to approve the October Minutes. Ariel second in the motion to approve October Minutes. No one opposed; no abstentions the motion was carried.

Consent

Katherine presented the consent agenda, which included:

- o Meal Counts
- o Enrollment Report

Agenda:

- o Program Information Summary
- o Financial Statements

Ebony asked for a motion to accept the consent of agenda items. Samantha made a motion to accept the consent of the agenda. Ariel second in the motion to accept the consent agenda. No one opposed; no abstentions the motion was carried.

Treasurer's

Report:

Ariel provided an overview of the Treasurer's Report.

Director's

Report:

Katherine informed Policy Council members that, now that the government shutdown has ended, we are simply waiting for our funds to come in. There were questions about whether any of our centers were affected. Katherine explained that we do not believe so. The federal office has been funding the October grantees first and is now beginning to move into the November grantees, so we are currently just waiting for our allocation.

A question was asked about whether this situation could happen again. Katherine and Deborah shared that we receive our funding every six months. As long as there are no future government shutdowns, we should be okay. However, it is difficult to predict these events. We are in the third year of our grant cycle, and the expectation is that funds will arrive soon so we can continue operating without interruption.

In the unlikely event that funds did not arrive, we would have to move into the contingency plan developed for January—but this is **not** anticipated. We fully expect to receive our funds before then.

Katherine also acknowledged Yoana for running for the OHSA Board and congratulated her on being selected as the Regional Representative, representing all Head Starts across Oregon.

Training: Finance Training with Deborah DeSarah our Finance Director

Deborah DeSarah, our Finance Director, provided finance training. She explained that Southern Oregon Head Start is primarily funded through federal and state grants. Grantors determine how much we can apply for and how many children we are able to serve.

Deborah presented a copy of the financial statements and used color-coordinated sections and rows to help explain the different items included in the financial report. She shared that we always review and approve reports from **two months prior**. This is because some funding and reporting take time to process, and reviewing previous months ensures accuracy.

She walked us through each row, noting that every line represents a category of expenditure based on federal budget categories. These financial reports are provided to Policy Council members every month for review.

Additionally, a credit card report is included each month, as required by accounting policies, to show all credit card purchases. Deborah also explained that credit cards are securely stored and only checked out when purchases have been approved.

Old Business: Hold elections for Vacancies

- Elections were held for secretary, alternate secretary and alternate treasures; all positions were filled.

Announcements:

Yoana shared several announcements:

- **Email communication:** She emphasized the importance of checking emails regularly, replying promptly, and confirming attendance. This helps with planning and preparation for meetings. At times, important votes may need to happen through email, or a quick, urgent meeting may need to be scheduled.
- **Next Policy Council Meeting:** Our next PC meeting will be held **via Zoom on December 16th from 5–7 PM.**
- **Center Displays:** If your center does not have a display yet, please send a picture to Yoana or stay after the meeting to have one taken.
- **Committee Sign-Ups:** Yoana will send the link for committee sign-ups. We ask that all PC members participate in at least one committee.
- **Parent Workshop:** We shared information about the Family Connections/Head Start–hosted parenting workshop. Parents are encouraged to sign up and RSVP as soon as possible to help us plan for food and childcare needs.
- **Dollar Per Child Campaign:** Nancy and Jamey reviewed the Dollar Per Child campaign. Our goal is to raise **one dollar for every child in our program**—a total of **936 children receiving services**. These funds support our lobbyist, Justin, who advocates year-round for all Head Start programs in Oregon.

Three things to take Back:

- **Enrollment:** Our enrollment looks great and has increased by 1% since our last meeting.
- **Elections:** We held elections and successfully filled all positions for our Executive Board. We are officially fully staffed and are so excited and thankful for our Policy Council members!
- **Parent Workshop:** There will be a parent workshop on **December 10th**. Please let families know and encourage them to register using the QR code.
- **PC Members & Family Advocates:** It's important that all PC members meet regularly with their Family Advocates.

Dollar Per Child:

- Our state representatives shared information about Dollar Per Child and how these funds support our OHSA lobbyists in advocating for all Oregon Head Start programs and helping secure ongoing funding.
- Our agency's goal is to raise **\$936**, which represents one dollar for every child in our program.
- Please be on the lookout for opportunities to contribute any spare change or a dollar.
- If you have any ideas on how to support this effort, please contact your Policy Council representative.

Name Tag Game:

- **Festival of tree tickets**
- **Family engagement board games/books**

Adjournment:

Our Chair Ebony asked for a motion to adjourn the November meeting. Nancy made a motion to adjourn the November meeting, Samantha seconded the motion to adjourn the meeting, No one opposed, no abstentions a motion passed to adjourn the meeting at 7:30pm.