

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

POLICY COUNCIL MEETING MINUTES

March 18th, 2025, 5:00-6:33pm
Zoom Meeting

PRESENT:

(PC)

Reg 1- Josh Ruby, kami Sorrenta
Reg 4- Heidi DiBetta
Reg 5- Ebony Brooks
Reg- 6- James Grice
Reg 7- Keana Adams
Community Rep Yunyu Patterson

(STAFF)

Christine Russo PFCE Manager
Chalesea Duewall Health Manager
Deborah DeSarah Finance Director S
Stephanie Finch-Head Start Director
Shandi Phelps- PFCE Supervisor
Shanice Stringer-PFCE Supervisor
Todd South- Facilities Director
Yoana Martinez-PFCE Admin Assistant

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- Vacant
Board Liaison- Keana Adams Region 7
Alternate Board Liaison-Barbara Woodrum region 8
State Representatives- Stacie and Jayme
Alternate State Representative- Donea

CALL TO ORDER, ROLL CALL, AND GROUND RULES:

Chair called the meeting to order 5:05 pm, went over roll call and ground rules
Called the meeting to order. A Policy Council quorum was established after roll call.

PUBLIC COMMENT PERIOD: None

MEETING RECAP-

The meeting covered various aspects of a Head Start program, including a reading campaign, financial reports, enrollment updates, and facility projects. Health services and support for children were discussed, along with program planning and policy changes for the upcoming

school year. The conversation ended with updates from recent board and committee meetings, as well as announcements about upcoming events and fundraisers.

APPROVAL OF MINUTES-

Heidi moves to approve the Policy Council Minutes. Josh seconds the motion to move to approve the monthly Policy Council Minutes. None opposed, no abstentions, Motion was carried.

WARM-UP ACTIVITY

Christine introduces a reading campaign activity, asking participants to share their favorite childhood books or books they are currently reading with their children. Several participants share their favorites, including "The Witch with an Itch," "Alexander and the Terrible, Horrible, No Good, Very Bad Day," "Where the Wild Things Are," "David, No!," "Tiger in the Soup," "A Bad Case of the Stripes," "The Little Engine That Could," and "Murmicorn Island." The activity aims to encourage reading and provide book suggestions for others.

CONSENT AGENDA

Deborah DeSarah and Stephanie Finch went over what the consent agenda items. Items can be found on the PC member profile page for review

1. PIS
2. Meal Count
3. Financial Statements/Credit Card Statements
4. Enrollment Report

Deborah presented the meal counts for January 2025, which included 9,560 breakfasts, 9,977 lunches, 5,221 snacks, and 24,758 total meals claimed. She also discussed the number of adult meals and the total purchase of meals. Deborah then moved on to the financial statements, discussing the remaining percentages of the Federal and State grants. She also presented the credit card report, detailing the vendors and amounts spent from January 1 to 31, 2025. Joshua asked about the remaining amounts and percentages, and how they should be used.

Deborah discusses the preschool promise grants and the upcoming budget planning process for 2025-2026. She requests Budget Committee members to email her their availability for the week of April 7th. James provides the treasurer's report, detailing the balances for Policy Council support and out-of-town travel. Stephanie presents the enrollment report, noting that overall enrollment is at 95% of funded slots, and highlights the launch of an online family application system. She also updates on various department activities, including a family work event to build lending libraries, preparation for a Federal review, and the start of a reading challenge.

Josh moves to accept the March Policy Council Consent Agenda. Kami seconds the motion and moves to accept the March Policy Council Consent Agenda. No one opposed, no abstentions, Motion was carried

Treasurer Report- James Grice gave the report

EXECUTIVE DIRECTOR'S/ 0-5 HEAD START DIRECTOR REPORT Stephanie Finch-

Program Planning and Selection Criteria

The team discussed and approved a proposal for program planning for the 2025-2026 school year. The proposal includes opening a new facility in Applegate, adding two head start classrooms in Rogue River, and opening a new location in Oak Grove. The team also discussed the selection criteria policy, which includes changes to the point system and the prioritization of children and families. The team approved the selection criteria policy for the 2025-2026 school year.

Keana made a motion to approve the program planning and selection criteria proposal. Josh second the motion. No abstentions, no one opposed the motion carried.

TRAINING

Health- Chalesea

The health team provides comprehensive support for children's health needs in the Head Start program. They assist families with well-child and dental exams, conduct hearing and vision screenings, and help overcome barriers to care. The team aims for 90% of children to be up-to-date on exams and offers in-center dental screenings. They follow up on all health concerns and referrals, clear children to attend class safely, and work closely with family advocates. For Exclusion Day, 21 out of 908 enrolled children were initially excluded, but all have since returned to class or left the program. The Health Services Advisory Committee is expanding to include mental health topics and welcomes Policy Council representatives to join.

Facilities- Todd

Todd provided an update on various ongoing projects. The Fruitdale project is being pursued through Business Oregon, with a second round of funding expected to reopen next week. The Hamilton Building project in Grants Pass is also being pursued through Business Oregon and the 1303 process. The Applegate Community Church project is progressing well, with plans to open in September. The Williams project is ongoing, with work to be done over the summer. The Hidden Valley project will see playground updates this summer. Todd also mentioned that there will be facility committee meetings coming up, and he will check with Ashley for the dates. Christine asked Todd if he had any upcoming committee meetings that policy council members should attend.

Committee report:

Board- In the meeting, Keana reported on the recent board meeting, highlighting the eligibility, selection, and enrollment process for children with high needs, the financial statements for December, and updates on the Executive Director's report. The facilities committee received project updates and improvements, and the policy committee reviewed all discussed matters.

Announcements

- Yoana announced the next policy council meeting at the main office and encouraged attendees to RSVP for childcare.
- Yoana reminded everyone about the ongoing agency-wide reading challenge competition and the upcoming dollar-per-child fundraiser.
- Yoana and Heidi discussed the collection of funds for the fundraiser.
- James- and Stephanie discussed the importance of reaching out to family advocates within their regions.

- Christine and Heidi mentioned the new online family enrollment form and the reading challenge.

Three things to take back to the center (important that these items are shared with region advocates)

- Policy Council members to RSVP for the next in-person meeting on April 15th at 5:30 PM at the main office.
- Policy Council members to contact their family advocates to provide updates for April newsletters.
- Policy Council members to continue promoting the agency-wide reading challenge competition ending April 30th.
- Policy Council members to work on raising funds for the Dollar per Child campaign due by the end of April.
- Yoana to send information about registering for childcare for the next Policy Council meeting.
- Policy Council members to help recruit new members for vacant positions in Region 2 and Region 9.
- Kiana to attend the next Health Services Advisory Committee (HAYSAC) meeting on April 9th.
- Todd to check with Ashley about upcoming facility committee meeting dates and share with Christine.
- Christine to ensure a Policy Council member attends the next facility committee meeting.
- Deborah to organize Budget Committee meeting during the week of April 7th for 2025-26 budget planning.
- Budget Committee members to email Deborah their availability for the meeting during the week of April 7th.

Name Tag- Yunyu

ADJOURNMENT

MOTION: Josh made a motion to adjourn the March Policy Council Meeting at 6:33 pm; Kami seconded the motion to adjourn the March Policy Council Meeting; no one opposed, no abstentions, motion was carried.