

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

POLICY COUNCIL MEETING MINUTES
March 18th, 2025, 5:00-6:33pm Zoom Meeting

PRESENT: [OBJ]

(PC)

Reg 1- Josh Ruby
Reg 3- Michelle Fuentes, Itzarai Ramirez
Reg 4- Heidi DiBetta, Staci Flores
Reg 5- Ebony Brooks
Reg- 6- James Grice, Jamey Owens
Community Rep Yunyu Patterson

(STAFF)

Amber Lease- Humarn Resource Director
Christine Russo PFCE Manager
Deborah DeSarah Finance Director S
Shanice Stringer-PFCE Supervisor
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- 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

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 began with attendees joining and greeting each other, followed by a review of ground rules and approval of the minutes from the previous meeting. The discussion then shifted to updates on Southern Oregon Head Start's employee pool, appreciation cards for teachers and staff, and an overview of the enrollment report, financial statements, and meal statistics. The conversation ended with a discussion about the upcoming budget, budget breakdown for the upcoming year, and several important updates and announcements from the Policy Council.

APPROVAL OF MINUTES-

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

WARM-UP ACTIVITY

Yoana sent precut cards to send to all pc members to make a mother's day card or teacher appreciation cards. PC members were able to share the cards that they are making.

The group discusses appreciation cards they have made or plan to make for teachers and staff. Heidi made a card for Miranda with signatures from parents and children. James wrote one for Teacher Steve, while Ebony created a card with her children for all the teachers at her son's center. Joshua shares a card his son made for the teachers at Phoenix Head Start. The group is reminded that the materials sent can be used for Teacher Appreciation Week or Mother's Day cards.

CONSENT AGENDA

Deborah DeSarah 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 provides an overview of the enrollment report, financial statements, and meal statistics. The enrollment report shows the funded and enrolled slots for Early Head Start, Head Start, and Preschool Promise programs. The financial statements detail the expenditures and remaining budgets for various grants, including Federal and State funds for Early Head Start and Head Start. Deborah also presents the meal statistics for February, including the number of meals served and the costs associated with vended meals. Yoana then shares program updates, highlighting a successful Federal review, upcoming renovations, and a new information memorandum on promoting healthy eating in Head Start. She also provides brief updates from various departments, including Education, Health, Nutrition, PFCE, ERSEA, and HR, focusing on ongoing activities and preparations for the upcoming program year

Josh moves to accept the March Policy Council Consent Agenda. Staci 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-

There was no directors report

TRAINING

Human Resource Training- Amber Lease

the Human Resources director provides an update on Southern Oregon Head Start's employee pool. Since August 2024, they have onboarded 106 new employees, including substitutes. The agency plans to expand its substitute pool next year, particularly targeting parents, with some flexibility in scheduling. Amber discusses the busy summer recruitment period and the benefits package, including 28 days of paid time off and paid spring and winter breaks. The agency will post positions for the next program year by May 20th, and Christine encourages committee members to participate in the hiring process. Currently, substituting opportunities for this year are closed, but volunteering in classrooms is still encouraged

Committee report:

Budget Committee

The Budget Committee met to discuss the upcoming budget, but they have not finalized any grants as they are still waiting for official funding letters. Deborah shares that the budget is an ongoing process that will need frequent updates and approvals. The committee's work is still in progress, and a formal presentation with a vote will be scheduled for a future meeting, possibly in May. Deborah presents the budget breakdown for the upcoming year, including grants for Head Start, Early Head Start, and state programs. She notes that any equipment purchases over \$5,000 will require board and policy council approval. Deborah also outlines how grant funds are blended and allocated across different programs based on hours of service

FA Celebration:

Heidi and Josh participated in the FA Celebration; they shared with them the impact they have made on their families and shared words of encouragement.

Announcements/ things to take back to center

- Deborah provides information on the budget and funding situation, confirming that the second half of the federal grant has been received, ensuring operations through October.
- The council is reminded to advocate positively for Head Start.
- Upcoming events include the agency-wide reading challenge ending tomorrow, with impressive participation numbers.
- The council raised \$250.35 for the dollar per child campaign
- They are working on filling regional vacancies
- OHSA scholarships are due tomorrow.
- Centers are planning events to celebrate Head Start's 60th birthday and a recycling spring event.
- The council also discusses the need for new hires, especially substitute teachers, and encourages sharing job opportunities.

- Yoana announced the next policy council meeting at the Redwood Head Start center on May 13th and encouraged attendees to RSVP for childcare.

Name Tag- Jamey

ADJOURNMENT

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