

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
**MINUTES**  
**Thursday, October 16, 2025**

**PRESENT:** Angela Evans (Chair), Jamie Green, Jessica Durrant, Lynnesa Gilbert (PC Liaison), Michael Cohen (Vice-Chair), Sabena Vaughan

**ABSENT:** Kris Woodburn (Treasurer)

**STAFF:** Katherine Clayton (Executive Director), Cecilia Hurt (Education Manager), Jean Lehmann (Executive Administrative Assistant)

A quorum was established. Angela Evans called the meeting to order at 5:50 p.m. with a welcome to new PC Liaison Nesa Gilbert.

**STAFF PRESENTATION**

1. Education

Education Manager Cecilia Hurt gave a PowerPoint overview of the Education and Disabilities/Mental Health services that she and her department provide to Head Start, Early Head Start, and Preschool Promise children and their families.

**CONSENT AGENDA**

**MOTION:** Michael Cohen made a motion to accept the consent agenda as follows: September 18 minutes; status of grants in process for Listo; September monitoring report; October program information summary; and receipt of ACF IM 25-06. Jessica Durrant seconded the motion; the motion carried.

**TREASURER'S REPORT**

1. Financials

Financial statements for August are in order.

**MOTION:** Jessica Durrant made a motion to accept the August financial statements as presented. Michael Cohen seconded the motion; the motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

1. Policies

- Paid Time Off (PTO): A policy for PTO accrual, use, and administration was developed to guide PTOs taken in August when the program shifts into the new school year.

**MOTION:** Jessica Durrant made a motion to approve the PTO Policy as presented. Jamie Green seconded the motion; the motion carried.

- Reduction in Force (RIF): As recommended by the National Head Start Association, a policy was developed to guide workforce reduction in the event of program changes or funding loss.

**MOTION: Michael Cohen made a motion to approve the RIF Policy and Procedure as presented. Lynnesa Gilbert seconded the motion; the motion carried.**

2. Federal Funding

- Federal funds will not be awarded during government shutdown. Permission was obtained to draw down state funds if the shutdown continues past October 31.
- Also, Form 1303 to purchase the Hamilton building was not processed.

3. Slate of Officers

Members were asked to consider volunteering or nominating fellow members to serve as Chair and Vice-Chair of the Board.

4. Meetings

The Board will consider whether or not to continue in-person meetings in June, and vote on it next month.

**COMMITTEES**

1. Policy Council (PC)

PC met on October 14, elected new officers and reviewed the RIF policy prior to approval.

**NEXT MEETING**

The Board will meet on Thursday, November 20.

The meeting ended at 6:35 p.m.

Respectfully Submitted,

Jean Lehmann