

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES
Monday, October 16, 2023

PRESENT: Catherine Wilson (PC Liaison), Jamie Green, Jeny Grupe, Jessica Durrant, Lisa Marston (Treasurer), Martha Ibarra, Michael Cohen (Vice-Chair), Sabena Vaughan

ABSENT: Angela Alexander (Chair)

STAFF: Katherine Clayton (Executive Director), Laurie Hester (Safety Resource Manager), Todd South (Facilities Directors), Jean Lehmann (Executive Administrative Assistant)

A quorum was established. Michael Cohen called the meeting to order at 6:05 p.m.

STAFF PRESENTATION

1. Facilities and Maintenance

Facilities Director Todd South gave a recap on facilities/maintenance projects that were completed, projects that are in progress, and plans initiated for upcoming building constructions.

2. Integrated Pest Management

Oregon schools including facilities operating OPK/Head Start programs are required to adopt an IPM plan. The governing body is responsible for accepting and ensuring compliance with the plan. Safety Resource Manager Laurie Hester provided highlights from the 2022-2023 monitoring report.

MOTION: Jamie Green made a motion to accept the IPM report as presented. Jessica Durrant seconded the motion; the motion carried.

CONSENT AGENDA

MOTION: Jamie Green made a motion to accept the consent agenda as follows: September 21 minutes; status of grants in process/grants to be approved (Bessemer Trust Giving Fund for Listo); October enrollment; and October program information summary (PIS). Martha Ibarra seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financials

Financial statements are in order for August 2023.

MOTION: Jeny Grupe made a motion to accept the August 2023 financial statements as presented. Jamie Green seconded the motion; the motion carried.

2. Financial Audit Letter and Report

The Board received the letter and financial report ending October 31, 2022 from the auditor. The agency received a clean, unqualified opinion. A finding of late filing due to staff turnover was reported, and a corrective action plan was developed and implemented.

MOTION: Jeny Grupe made a motion to accept the financial audit and management letter ending October 31, 2022 as presented. Catherine Wilson seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Recruitment

Members were encouraged to recruit individuals to serve on the Board. The Office of HS requires composition of the governing body to include background/expertise in fiscal/accounting, early childhood education and development, a licensed attorney, and members reflecting the community served.

2. Self-Assessment

Head Start is required to conduct an annual self-assessment of their program. The process will start next month and conclude in March 2024 with the final report.

COMMITTEES

1. Policy Council (PC)

- PC orientation with elections is scheduled for tomorrow.
- The bylaws committee met and proposed changes to streamline the meetings, including election of parent and community representatives by region.

MOTION: Jamie Green made a motion to accept the proposed changes to the bylaws for PC as presented. Lisa Marston seconded the motion; the motion carried.

NEXT MEETING

The Board will meet on Thursday, November 16 at 5:45 p.m.

The meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Jean Lehmann