

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
**MINUTES**  
**Thursday, November 20, 2025**

**PRESENT:** Angela Evans (Chair), Ariel Huffman (Alternate PC Liaison), Jamie Green, Jessica Durrant, Kris Woodburn (Treasurer), Michael Cohen (Vice-Chair), Sabena Vaughan

**ABSENT:** Lynnesa Gilbert (PC Liaison)

**STAFF:** Katherine Clayton (Executive Director), Angie Salazar (Executive Administrative Assistant), Jean Lehmann (Executive Administrative Assistant)

A quorum was established. Angela Evans called the meeting to order at 5:50 p.m.

**STAFF PRESENTATION**

1. Fiscal Training

SOCFC is funded by federal, state, and USDA/CACFP grants. An explanation of the financial statements for September was provided by Finance Director Deborah DeSarah.

2. Audit Letter and Report

Finance Director Deborah DeSarah gave an overview of the audit letter and report of the financial statements ending October 31, 2024. The agency received a clean, unqualified opinion, and qualifies as a low-risk auditee for a single audit. IRS Form 990 was also explained.

4. Accounting Policies and Procedures

Finance Director Deborah DeSarah briefly summarized the updates to the Accounting and Financial Policies and Procedures Manual.

**MOTION:** Jessica Durrant made a motion to accept the Accounting and Financial Policies and Procedures Manual as updated. Sabena Vaughan seconded the motion; the motion carried.

2. Financials

Financial statements are in order for September as explained above.

**MOTION:** Kris Woodburn made a motion to accept the September financial statements as presented. Michael Cohen seconded the motion; the motion carried.

**CONSENT AGENDA**

**MOTION:** Kris Woodburn made a motion to accept the consent agenda as follows: October 16 minutes; status of grants in process/grants to be approved (Oregon Community Foundation Community Grants – Spring Cycle for Listo);

September meals; October monitoring report; and November program information summary (PIS). Jamie Green seconded the motion; the motion carried.

## **EXECUTIVE DIRECTOR'S REPORT**

### **1. Officers for December Election**

Elections for Chair and Vice-Chair will take place next month.

## **COMMITTEES**

### **1. Policy Council (PC)**

PC met on November 18. Topics included a fiscal training and updates on enrollment, the state meeting in Salem, and state and federal funding.

## **NEXT MEETING**

The Board will meet on Thursday, December 18.

The meeting ended at 6:45 p.m.

Respectfully Submitted,

Jean Lehmann