

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS AND POLICY COUNCIL (PC) JOINT MEETING**  
**MINUTES**  
**Thursday, January 18, 2024**

<b>PRESENT:</b>	Angela Evans	Jamie Green	Jessica Durrant
(BD)	Kris Woodburn	Lisa Marston	Michael Cohen
	Sabena Vaughan		
(BD/PC)	Ashley Primeau		
(PC)	Bryel Nowak	Catherine Wilson	Danielle Cowperthwaite
	Donea Goshert	James Grice	Madeline Doig
	Stephen Kostrna	Unique Ortiz	Yunyu Patterson
	Yuriko Warden	Viktoria Calvo	
(Staff)	Amber Lease	Chalesa Duewall	Christine Russo
	Katherine Clayton	Shandi Phelps	Shanice Stringer
	Yoana Martinez	Jean Lehmann	

The meeting was called to order at 6:05 p.m. by PC Chair James Grice.

#### **EXECUTIVE DIRECTOR REPORT**

Executive Director Katherine Clayton gave a PowerPoint presentation on the joint decision-making roles and responsibilities of the Board, PC, and management.

#### **DEPARTMENT TRAINING**

- Public Relations Marketer Amber Lease gave a PowerPoint presentation on the partnership with Paradigm to establish and implement the DEI roadmap.
- Health Manager Chalesa Duewall gave a PowerPoint overview of her department, required exams, exclusion day, and HSAC. Chalesa also reviewed updates to the Sunscreen Policy and Procedure.

**MOTION:** Catherine Wilson made a motion to accept the proposed changes to the Sunscreen Policy and Procedure as presented. Stephen Kostrna seconded the motion; the motion carried.

#### **PRESENTATIONS**

1. Oregon HS Association (OHSA) Conference  
PC State Rep Donea Goshert gave a PowerPoint overview of the December OHSA Parent Leadership Conference.
2. National HS Association (NHSA) Conference  
PC Chair James Grice presented PowerPoint overview of the December NHSA Parent and Family Engagement Conference.

A break was taken with Board and PC meeting separately afterwards.

## CONSENT AGENDA

**MOTION:** Jessica Durrant made a motion to accept the consent agenda as follows: December 14, 2023 minutes; status of grants in process/grants to be approved (National Head Start Association GroMoreGood Garden for Head Start, and Oregon Parenting Education Collaborative for The Family Connection); November meals; January enrollment report; January program information summary; and receipt of Program Instruction 24-01. Sabena Vaughan seconded the motion; the motion carried.

## TREASURER'S REPORT

1. Financials

The financial statements for November are in order.

**MOTION:** Jamie Green made a motion to accept the November financial statements as presented. Ashley Primeau seconded the motion; the motion carried.

## EXECUTIVE DIRECTOR'S REPORT

1. Committee Assignments and Roster

The roster and committee assignments were distributed for review to ensure information is up-to-date.

## COMMITTEE REPORTS

1. Policy Council

Ashley Primeau gave an update on the December meeting, which included a sharing session on activities, events, and resources for families during winter break.

## NEXT MEETING

The Board will meet Thursday, February 15, 2024.

**A motion was made and seconded to adjourn the meeting at 7:50 p.m.**

Respectfully Submitted,

Jean Lehmann