

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
 BOARD OF DIRECTORS AND POLICY COUNCIL (PC) JOINT MEETING MINUTES
 Thursday, January 17, 2019 from 6:00 to 8:30 p.m.
 Jackson County Library, 205 S Central Avenue, Medford OR 97504**

PRESENT:	Kelley Burnett	Linda Deba	Lisa Marston
(BD)	Martha Ibarra	Sabena Vaughan	Souvanny Miller
(BD/PC)	Nathan Fieguth		
(PC)	Alicia Waldon	Amanda Edwards	Angela Alexander
	Ashley McEvers	Baback Khosroabadi	Brittney Parsons
	Brooklyn Elmore	Carlee Valle	Courtney Friedt
	Donea Murdoch	Elizabeth McIntyre	Jamie Knight
	Jennifer Miller	Jessica Readence	John Readence
	Kristen Aguiar	Lynn Greeley	Maylene Cherry
	Monique Avila	Rachel Kalb	Rebecca Price
	Sandra Maxwell	Wes McEvers	
(Staff)	Blair Johnson	Christine Russo	Karen Lujan-Valerio
	Katherine Clayton	Lisa Farlin	Maria Arroyo
	Michelle Homer-Anderson	Jean Lehmann	
(Public/BD guests)	Ava Moriarty	Jacob Mazzola	

The meeting was called to order at 6:05 p.m. by Board Vice-Chair Martha Ibarra. A quorum was established for the PC. There were no comments from the public.

PROGRAM GOVERNANCE

EHS Director Blair Johnson gave a PowerPoint presentation on the joint decision-making roles and responsibilities of the Board, PC, and management.

WARM-UP ACTIVITY

The Board facilitated small-group discussions with PC to learn about program strengths and concerns.

NATIONAL HS ASSOCIATION FAMILY ENGAGEMENT CONFERENCE REPORT

PFCE Director Lisa Farlin, PC Chair Maylene Cherry, and PC Vice-Chair Rebecca Price gave a PowerPoint overview of the workshops they attended at the NHSA conference.

PC CONSENT AGENDA

Assistant HS Director Katherine Clayton presented the ERSEA report, meal counts, and financial statements.

EXECUTIVE DIRECTOR’S REPORT

1. Partial Government Shutdown

The shutdown does not affect the program at this time. However, families that are affected by the shutdown are encouraged to share that information with their family advocates so that the agency has good information about the challenges families are facing.

2. Update on Facilities

Work on the kitchen in Park View is still in process; work is on track at Progress.

3. COLA Announcement

The agency received the funding letter for COLA. Proposals will be presented to the PC and Board for approval in February.

HS AND EHS DIRECTORS' REPORTS

1. Policy: Outside Time

A proposal was presented to update current policies on *Outside Time* by integrating birth-to-five language in the section on Policy/Approach, and moving strikethrough texts to the section on Procedure.

MOTION: Jamie Knight (EHS West Medford) made a motion to approve the updated policy on *Outside Time for Children* as presented. Brittney Parsons (HS Orchard Hill) seconded the motion; the motion carried.

2. Program Information Summary

EHS Director Blair Johnson reviewed each of the items on this month's Program Information Summary. An update was provided that the Baby Promise application submitted by the local CCRN (Child Care Resource Network) did not get funded at this time.

3. Request for Approval to Purchase HVAC

A request was made to approve the purchase of an HVAC unit using OPK start-up funds for the HS center at Rogue River.

MOTION: Lynn Greeley (HS Rogue River) made a motion to approve the purchase of an HVAC system for Rogue River using OPK start-up funds as presented. Kristen Aguiar (HS South Medford) seconded the motion; the motion carried.

<p>A BREAK WAS TAKEN AT 7:55 P.M. THE MEETING RESUMED AT 8:05 P.M. WITH BD AND PC MEETING SEPARATELY</p>
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CONSENT AGENDA

MOTION: Kelley Burnett made a motion to accept the consent agenda as follows: December 20 minutes, status of grants in process/grants to be approved (Ford Family Foundation for Listo), November meal counts, January monitoring report, and January program information summary. Sabena Vaughan seconded the motion; the motion carried.

TREASURER'S REPORT

The financial statements for November are in order.

MOTION: Kelley Burnett made a motion to accept the November financial statements as received. Souvanny Miller seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Computer Virus
Main office computers were hit with a ransomware virus over winter break.
2. New Board Member Orientation
An orientation for new Board members is scheduled for Wednesday, January 30 from 11:00 to 12:30 p.m. at the Main Office library.
3. Listo
Listo Director Cecilia Giron is back at work from leave.

NEW BUSINESS

1. Policy: Outside Time for Children

MOTION: Kelley Burnett made a motion to approve the updated *Outside Time for Children* policy as presented earlier. Lisa Marston seconded the motion; the motion carried.

2. Request: HVAC Purchase

MOTION: Sabena Vaughan made a motion to approve the purchase of an HVAC system for Rogue River using OPK start-up funds as presented earlier. Linda Deba seconded the motion; the motion carried.

NEXT MEETING

The Board will meet on Thursday, February 21 at 5:45 p.m. at Park View in Grants Pass.

The meeting was adjourned at 8:25 p.m.

Respectfully Submitted,

Jean Lehmann