

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS (BD) AND POLICY COUNCIL (PC) JOINT MEETING MINUTES
Thursday, January 18, 2018 from 6:00 to 8:30 p.m.
Jackson County Library, 205 S Central Avenue, Medford OR 97504

PRESENT:

(BD)	Adam August	Elizabeth Bilden	Hilary Zamudio
	Jeny Grupe	Martha Ibarra	Royal Standley
	Susan Zottola	Tristan Webb	
(PC)	Alicia Waldon	Amanda Garcia	Amber Sturgess
	Andrea Wakeland	Angela Alexander	Casey Stine
	Cassandrah Wilson	Chea Pappas	Courtney Friedt
	Dayna Arnett	Emily Pharr	Heidi Kady-Barr
	Jamie Sanchez	Jennifer Miller	Lavanya Kruges
	Mary Morales	Maylene Cherry	Monique Rodgers
	Nancy Murphy	Nicole Parker	Noemi Thornton
	Samantha Cook	Samantha Ermoian	Shannon Arrants
	Shannon Schreffier	Summer Wolarik	Thomas Barrett
	Valina Eichman		
(Staff)	Blair Johnson	Joy May	Karen Lujan-Valerio
	Maria Arroyo	Michelle Homer-Anderson	Nancy Nordyke
	Yoana Martinez	Jean Lehmann	

The meeting was called to order at 6:00 p.m. by BD Chair Hillary Zamudio. A quorum was established for PC after roll call by PC Chair Casey Stine. No members of the public were in attendance.

WARM-UP ACTIVITY

The BD facilitated small-group discussions to learn about program strengths and concerns from PC parents.

NATIONAL HS ASSOCIATION (NHSA) PARENT LEADERSHIP CONFERENCE

PC Chair Casey Stine gave a brief report on the December 4-7 NHSA Parent and Family Engagement Conference in Austin, Texas.

EXECUTIVE DIRECTOR'S REPORT

1. Roles and Responsibilities of BD and PC
 - A PowerPoint presentation was provided by Executive Director Nancy Nordyke on the joint decision-making roles and responsibilities of the BD, PC, and management.
 - A report on the state of the HS program was also provided:
 - If the federal government shuts down tomorrow at midnight, the agency will be operating as usual.
 - The agency will be planning its 50th anniversary celebration in the spring. Information will be shared with staff, families, and the community when available.
 - Responsibilities were reorganized to meet the new HS Program Performance Standards, and subsequent outcomes were summarized:
 - Began shifting program approach from HS and EHS to Zero-to-Five
 - Focused on facility needs, maintenance, and additions/replacements

- Began implementing new Duration services for HS and EHS
- Focused on staff satisfaction, recruitment, and retention

HS AND EHS DIRECTOR’S REPORT

1. Measure 101
The PC and Board voted to endorse Measure 101 last month. Ballots are due Tuesday, January 23.
2. Program Information Summary
HS Director Michelle Homer-Anderson and EHS Director Blair Johnson reviewed each item on the Program Information Summary.
3. Count Her In
An event on empowering women and girls is scheduled for Sunday, February 11 from 2:00 to 4:30 p.m. in the Performing Arts Center at Grant Pass High School, 830 N.E. 9th Street. On-site child care will be provided by HS.

A BREAK WAS TAKEN AT 7:25 P.M.
THE MEETING RESUMED AT 7:35 P.M. WITH BD AND PC MEETING SEPARATELY

CONSENT AGENDA

MOTION: Royal Standley made a motion to accept the consent agenda as follows: December 14 minutes, status of grants in process/grants to be approved, November meal counts, December monitoring report, and January program information summary. Susan Zottola seconded the motion; the motion carried.

TREASURER’S REPORT

The financial statements for November are in order.

MOTION: Adam August made a motion to accept the November financial statements as received. Elizabeth Bilden seconded the motion; the motion carried.

EXECUTIVE DIRECTOR’S REPORT

1. Office of HS: Child Safety and Reporting Incidents
A letter from the Office of HS was sent to all HS programs clarifying the HS Program Performance Standards’ expectations on reporting child health and safety incidents, and appropriate actions for violations of the Standards of Conduct. The agency responded to the letter by reviewing its systems, processes, and relevant documents. An addition was made to the Code of Conduct.
2. Succession Plan
In the event of an emergency or short-term absence (one to three months) from the agency, each Agency Director has developed and submitted a succession plan for covering their areas of responsibility.
3. Facilities

- Medford: Written verifications regarding the lease value of the property were submitted to complete the federal application process.
- Grants Pass: The Regional Office forwarded the purchase application to the Office of HS for approval the first week of January. Approval may take 60 to 90 days; with the closing date soon approaching, a written summary was provided on plans to secure the property. A request was made for the Board to authorize Nancy to proceed with plans in the written summary to close the purchase of the Grants Pass property.

MOTION: Susan Zottola made a motion to authorize the Executive Director to proceed with plans in the written summary to close the purchase of the Grants Pass property as discussed. Elizabeth Bilden seconded the motion; the motion carried.

4. Mediation with Oregon Child Development Coalition (OCDC)

The agency initiated a meeting with the state and OCDC to discuss OCDC not meeting the service area agreement to serve only migrant/seasonal families. The two agencies are now in mediation. If the two agencies do not come to an agreement, the state will decide what will be done.

COMMITTEES

1. Investment

Performance reports on the Beverly Oliver investment account were presented, and reallocation in stocks and bonds was recommended. The committee also discussed updating the investment policy to allow investment accounts to be used as collateral for a margin loan in case of extenuating circumstances.

MOTION: Elizabeth Bilden made a motion to approve updating the investment policy to allow investment accounts to be used as collateral for a margin loan in case of extenuating circumstances. Tristan Webb seconded the motion; the motion carried.

OLD BUSINESS

1. Listo

Cecilia Giron has been selected as the new Listo Director.

NEW BUSINESS

1. 2017 Executive Director Evaluation

A reminder was made to complete the electronic Executive Director evaluation by January 31. Responses will be discussed next month.

NEXT MEETING

The Board will meet on Thursday, February 15 at 5:45 p.m. at the Family Resource Center in Grants Pass

The meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Jean Lehmann