

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Thursday, October 18, 2018 from 5:45 to 7:45 p.m.**  
**Park View, 939 S.E. 8 Street, Grants Pass, OR 97526**

**PRESENT:** Jeny Grupe (Treasurer), Kelley Burnett, Linda Deba, Lisa Marston, Martha Ibarra (Vice-Chair), Royal Standley (Chair), Sabena Vaughan, Sandra Maxwell (Alternate PC Liaison), Souvanny Miller, Susan Zottola, Tristan Webb

**ABSENT:** Dianne Strong-Summerhays, Nathan Fieguth (PC Liaison)

**STAFF:** Nancy Nordyke (Executive Director), Blair Johnson (Early Head Start Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Royal welcomed Lisa and Sandra and called the meeting to order at 6:05 p.m.

#### **CONSENT AGENDA**

**MOTION:** Kelley Burnett made a motion to accept the consent agenda as presented: September 20, 2018 minutes; status of grants in process/grants to be approved; August meal counts; September monitoring report; October program information summaries; and receipt of the annual Integrated Pest Management report. Sabena Vaughan seconded the motion; the motion carried.

#### **STAFF PRESENTATION**

Early Head Start (EHS) Director Blair Johnson gave a PowerPoint presentation/overview of the EHS program.

#### **TREASURER'S REPORT**

1. Financial Statements  
The financial statements for August are in order.

**MOTION:** Susan Zottola made a motion to accept the August 2018 financial statements as presented. Linda Deba seconded the motion; the motion carried.

#### **EXECUTIVE DIRECTOR'S REPORT**

1. Focus Area 1 Monitoring  
The federal monitoring review process has been re-designed to align with the Head Start Program Performance Standards, and will consist of *Focus Area 1* and *Focus Area 2* reviews. Additional information will be available next month.

2. Purchase Request  
The convection oven at the Family Resource Center could not be moved to Park View, so a new unit will need to be purchased for Park View. Funds are available in the equipment budget for Head Start. The Policy Council approved the purchase request on October 16.

**MOTION:** Jeny Grupe made a motion to approve the purchase of a convection oven for the Park View Child and Family Center. Sabena Vaughan seconded the motion; the motion carried.

3. Corporate Cash Update  
Funds from Corporate Cash will be used to purchase annual planners and pens for staff. The union and agency will split the cost.

4. Finance Director Position

Finance Director Sandi Larson will be retiring in January. A hiring committee was formed, an interview was conducted, and an agreement was made by the committee to offer the job to one of the candidates. Because a CPA or baccalaureate degree in a related field is a Head Start requirement for this position, approval will be sought with the Regional Office about plans to offer this position with stipulations. The Board will be asked to approve the hiring pending Regional Office approval.

5. Fiscal Year 2019 Budget Increase

An additional \$250 million is included in the Head Start budget, with \$50 million to expand EHS and \$200 million for COLA.

6. Facilities Update

Bids for Progress Drive closed last night. Proposals will be reviewed and a contractor will be selected.

**COMMITTEE REPORTS**

1. Executive

- *Board Support*: Funders frequently ask the following questions about board commitment and support of its organization:
  - Meeting attendance and involvement as decision maker: Members are encouraged to keep SOCFC Board service a priority and attend meetings regularly.
  - Personal contributions/pledges: The SOCFC Board supports 100% member participation—a letter of support was provided encouraging 100% of SOCFC Board members to give within their means.
- *Central Background Registry (CBR)*: Board members are enrolled in the Oregon Early Learning Division’s CBR. Length of enrollment recently changed from two to five years; members whose enrollment expires this year.

2. Investment

Mutual of America gave an overview of the 401k plan yesterday. Additional education for staff was also discussed with the provider.

3. Policy Council

Among the topics discussed at the October 16 were approval of the convection oven for Park View, trainings, duration classes, employment opportunities, update on Progress, and well-child/dental care updates.

**NEXT MEETING**

The Board will meet on Thursday, November 15 at 5:45 p.m. at the Main Office in Central Point.

The meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Jean Lehmann