

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, November 15, 2018 from 5:45 to 7:45 p.m.
Main Office, 1001 Beall Lane, Central Point, OR 97502

PRESENT: Dianne Strong-Summerhays, Kelley Burnett, Lisa Marston, Nathan Fieguth (PC Liaison), Royal Standley (Chair), Souvanny Miller

ABSENT: Jeny Grupe (Treasurer), Linda Deba, Martha Ibarra (Vice-Chair), Sabena Vaughan, Susan Zottola, Tristan Webb

STAFF: Nancy Nordyke (Executive Director), Michelle Homer-Anderson (Head Start Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Royal welcomed Nathan 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: **October 18, 2018 minutes; status of grants in process/grants to be approved (Charitable Check-Off requested by Head Start; and Providence Health Division/letter of intent, Father Research and Practice Network, and Oregon Parent Education Collaborative requested by The Family Connection); September meal counts; November monitoring report; November program information summary; and receipt of ACF Information Memorandum 18-01 and 2018-2019 Zero-to-Five School-Readiness Goals. Lisa Marston seconded the motion; the motion carried.**

STAFF PRESENTATION

HS Director Dr. Michelle Homer-Anderson gave an overview of HS, a program of Southern Oregon Child and Family Council, Inc. that serves 1,000 children and families. HS has three components: Education; Health and Nutrition; and Parent, Family, and Community Engagement. HS also manages Preschool Promise and The Family Connection.

- As part of the five-year federal grant that was submitted over the summer, HS/EHS will be undergoing a federal review. The process has been streamlined to three stages; the *Focus Area One* review will consist of off-site interviews and discussions with staff, Board, and PC in Year 1 or 2 of the five-year grant.
- Supplemental funds are available to increase program hours in HS and EHS. The grant is due December 1; the Board was asked to approve the following:
 - For HS: Increase program hours for 212 children served in 11 part-day/center-based classes to full-day services at 1,020 hours per year at Merriman A, Alan Berlin B, Hillside, Phoenix/Talent, Rogue River, White City, Wilson, Illinois Valley, and Redwood

- For EHS: Increase program hours for 40 children currently served in 5 part-day/center-based classes to full-day services at 1,380 hours per year at Merriman A, EHS-Alan Berlin, EHS-Cave Junction, and EHS-Grants Pass.

MOTION: Susan Zottola made a motion to apply for the supplemental funds to increase program hours for HS and EHS as presented. Kelley Burnett seconded the motion; the motion carried.

TREASURER’S REPORT

1. Financial Statements

The financial statements for September are in order.

MOTION: Kelley Burnett made a motion to accept the September 2018 financial statements as presented. Dianne Strong-Summerhays seconded the motion; the motion carried.

EXECUTIVE DIRECTOR’S REPORT

1. Finance Director Position

The Board voted by email to hire Tina Campbell as the new Finance Director.

2. EHS Expansion

Opportunity is available for EHS to apply for a federal non-partnership expansion grant to serve additional children. The grant is due November 30; the Board was asked to approve the proposal to serve 32 additional children in Jackson County in 4 classes for 1,380 hours per year.

MOTION: Souvanny Miller made a motion to apply for the non-partnership EHS expansion proposal as presented. Susan Zottola seconded the motion; the motion carried.

11/26/18: The Board approved the non-federal share waiver request for the EHS expansion start-up budget by email.

3. Listo Program

Listo Director Cecilia Giron has been on leave, and is slated to return in January. The Listo program also received a generous donation from Casey Woodard.

COMMITTEE REPORTS

1. Diversity, Equity, and Inclusion (DEI)

Among topics discussed by DEI were trauma-informed care communication and incorporating more home language materials in the classroom.

2. Early Childhood Advisory

Topics included an overview of HS and EHS, review of baseline data, and discussion on HS transition to kindergarten.

3. Executive

Members who are interested in serving as Chair may contact Royal.

4. Facilities

Reports were provided on completed projects, current projects at Progress and Hillside, and maintenance department activities.

5. Health Services Advisory Committee (HSAC)

Items reported included a recap from the last meeting; updates on duration classes, health kickoffs, Health Smarts, OHSU nursing students working in the program; discussion on oral health, BMI, and immunization exemptions.

6. PC

PC met on November 13. Committee reports were provided by PC attendees; applications for HS/EHS supplemental funds and EHS expansion mentioned above were approved; and reports were on the state meeting, parent leadership conference, and parent engagement were provided.

NEXT MEETING

The Board will meet on Thursday, December 20 at 5:45 p.m. at River's Edge in Grants Pass.

The meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Jean Lehmann