

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, December 20, 2018 from 5:45 to 8:00 p.m.
River's Edge, 1936 Rogue River Highway, Grants Pass, OR 97527

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

ABSENT: Dianne Strong-Summerhays

STAFF: Nancy Nordyke (Executive Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Royal called the meeting to order at 6:15 p.m.

CONSENT AGENDA

MOTION: Kelley Burnett made a motion to accept the consent agenda as presented: November 15, 2018 minutes; status of grants in process/grants to be approved (Anonymous donor, OCF Latino Partnership (Listo); October meal counts; December and Quarter 1 monitoring reports; December program information summary; and receipt of ACF Program Instruction 18-06. Susan Zottola seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financial Statements

Financial statements for October are interim due to year-end accruals in process. Final October statements will be available; it was recommended that the interim financial statements for October be accepted.

MOTION: Kelley Burnett made a motion to accept the interim October 2018 financial statements as presented. Lisa Marston seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Self-Assessment 2018-2019

The self-assessment plan for 2018-2019 was presented. Board expertise is needed for possibly two areas; a sign-up sheet was circulated.

MOTION: Souvanny Miller made a motion to accept the 2018-2019 self-assessment plan as presented. Sabena Vaughan seconded the motion; the motion carried.

2. Paid Time-Off (PTO) Accrual Alternative

Due to PTO accrual issues in the new HRIS system, a proposal was presented to implement an accrual based on percentage of hours instead of weeks per year paid.

MOTION: Jeny Grupe made a motion to accept the PTO accrual proposal as presented. Linda Deba seconded the motion; the motion carried.

3. Finance Director Sandi Larson's Retirement

Sandi Larson is retiring from her position as Finance Director in January.

COMMITTEE REPORTS

1. Executive

- The slate of officers for 2019 was presented.

MOTION: Kelley Burnett made a motion to accept the 2019 slate of officers as follows: Tristan Webb, Chair; Martha Ibarra, Vice-Chair; and Jeny Grupe, Treasurer. Susan Zottola seconded the motion; the motion carried.

- Funders frequently ask questions about board commitment and support of its organization. Members were encouraged to continue keeping Board service a priority, attend meetings regularly, and support the Board's 100% member participation of SOCFC through donations.

2. PC

PC met on December 18. Action was taken on self-assessment, PTO accruals, and selection.

3. Selection

Proposed changes to the Selection Criteria Policy were presented to include families impacted by recent death, additional points for deployed military parents, expansion of service area for EHS in Grants Pass, recent graduates of Grants Pass High School for slots if available, and changes by program directors to respond to community collaborations and special projects.

MOTION: Susan Zottola made a motion to accept the updated Selection Criteria Policy as presented. Kelley Burnett seconded the motion; the motion carried.

NEW BUSINESS

1. New Board Member Orientation

Nancy will be scheduling a new Board member orientation in January.

NEXT MEETING

The Board will be hosting the joint meeting with PC on Thursday, January 17 at 5:30 p.m. at the Jackson County Library.

The meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Jean Lehmann