

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.  
BOARD OF DIRECTORS VIDEOCONFERENCE MINUTES  
Thursday, October 15, 2020**

**PRESENT:** Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Lisa Marston (Vice-Chair), Martha Ibarra, Sabena Vaughan, Sandra Maxwell (PC Liaison)

**ABSENT:** Michael Cohen, Susan Zottola (Chair)

**STAFF:** Katherine Clayton (Executive Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Lisa called the meeting to order at 6:00 p.m.

**CONSENT AGENDA**

**MOTION:** Dianne Strong-Summerhays made a motion to accept the consent agenda as follows: August 25 and September 16, 2020 summary minutes; status of grants in process/grants to be approved; September (recruitment) monitoring report; September program information summaries; and receipt of ACF IM 20-05. Sabena Vaughan seconded the motion; the motion carried.

**TREASURER’S REPORT**

1. Financials  
Financial statements for August are in order.

**MOTION:** Sandra Maxwell made a motion to accept the August financial statements as presented. Martha Ibarra seconded the motion; the motion carried.

**EXECUTIVE DIRECTOR’S REPORT**

1. Policies and Procedures  
Key sections of the COVID-19 SOHS Center Health and Safety Plan were reviewed.

2. Plan: Classroom Reopening Fall 2020  
Katherine reviewed the plans for reopening classrooms by Katherine:

On-Site:	Jackson County	Josephine County
<b>Phase 1 on OCT 26</b>	Alan Berlin: 1 duration class	Cave Junction: 1 EHS older toddler class
	Progress: 1 EHS young toddler class	Grants Pass High School: 4 EHS children
	Rogue River center	Illinois Valley: 1 duration class
		Merlin center
		Parkview: 1 duration class
<b>Off-Site:</b>	OCT 26: Virtual services and meals pickup for all other enrolled children and families	

3. Fire Relief Funds  
The deadline for staff and families to apply for fire relief funds is October 31.

4. Revisit: Policies/Procedures and Salary Surveys to Guide Executive Director Performance Appraisal  
The Board had requested written policies and procedures and salary surveys for the Executive Director position to inform decision-making. A reminder was made that the Board would like to follow up on this.

## **COMMITTEES**

### 1. Executive

- *Annual financial support:* Members were encouraged to continue supporting the agency through attendance and involvement as decision makers, and personal contributions/pledges at <https://www.socfc.org/donate/>.
- *Recruitment:* The Board was asked to recruit new members to fill vacancies.
- *Committees:* A volunteer(s) is needed to serve on the Community Assessment/Program Planning committee, and the Personnel committee.

## **NEW BUSINESS**

### 1. Agency Values

The link to view a video produced by PFCE and Health will be emailed.

## **NEXT MEETING**

The Board is scheduled to meet Thursday, November 19 at 5:45 p.m.

The meeting was adjourned at 6:40 p.m.

Respectfully Submitted,

Jean Lehmann