

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
**MINUTES**  
**Thursday, September 15, 2022**

**PRESENT:** Angela Alexander (Vice-Chair), Jamie Knight, Jeny Grupe (Treasurer), Lisa Marston, Martha Ibarra, Tammy Free (PC Liaison)

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

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

A quorum was established; Angela Alexander called the meeting to order at 5:50 p.m.

**CONSENT AGENDA**

**MOTION:** Lisa Marston made a motion to accept the consent agenda as follows: **June 16 and July 17, 2022 minutes; status of grants in process/grants to be approved (Rogue Community Health and Oregon Department of Education Office of Equity Diversity and Inclusion for Listo); May, June, and July meals; August, September, and quarterly enrollment reports; September program information summary; receipt of Information Memoranda 22-04, 22-05, and 22-06 from the Office of Head Start (OHS); and the federal review report from OHS. Jeny Grupe seconded the motion; the motion carried.**

**TREASURER'S REPORT**

1. Financials

Financial statements for May, June, and July are in order with corrections noted for the July grant expenditures presentation for HS-OPK.

**MOTION:** Lisa Marston made a motion to accept the May, June, and July financial statements as presented with corrections noted. Angela Alexander seconded the motion; the motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

1. COVID Policies and Procedures: Masking

Katherine asked the Board to approve policy changes to COVID vaccination and masking requirements: (1) Staff won't be required to wear a mask around children when county community level of COVID infectivity is medium or low, (2) children do not need to wear a mask, and (3) weekly COVID testing will no longer be required. The policy was approved by PC.

**MOTION:** Jeny Grupe made a motion to accept the changes to COVID-19 Vaccination, Masking, and Test Requirements as presented. Tammy Free seconded the motion; the motion carried.

2. New Auditors for 2022 Financial and Retirement Audits: RFP Extension Requested

Due to changes in personnel in key director positions, a request was made to retain the current auditors for continuity, and extend the bid for new auditors to Fiscal Year 2023.

**MOTION: Jeny Grupe made a motion to extend the search for new auditors to FY2023. Lisa Marston seconded the motion; the motion carried.**

3. Schedule Conflict for November Board Meeting

Katherine will be out of town at a conference the week of November 14. The Board agreed to cancel the November 17 meeting, and reconvene on December 15.

**COMMITTEES**

1. Early Childhood Advisory

The committee met and reviewed several data sheets, including the spring child outcomes snapshot, at their June meeting. The data will be used to develop goals for the next five years.

2. Policy Council (PC)

In addition to approving policy changes for vaccinations and masking requirements as mentioned above, PC met the new Facilities Director Todd South, went over committee reports, and discussed recruitment and staffing.

3. Executive

Katherine sent applications to prospective members Jessica Durrant of Three Rivers School District; and Sabena Vaughan, former Board member.

**NEW BUSINESS**

1. Annual Requests: Basic Conflict of Interest Disclosure and Code of Conduct

Members were reminded to complete the conflict of interest disclosure and code of conduct forms.

**NEXT MEETING**

The Board will be meeting via Teams on Thursday, October 20 at 5:45 p.m.

**ADJOURNMENT**

**MOTION: Jamie Knight made a motion to adjourn the meeting. Angela Alexander seconded the motion; the motion carried.**

The meeting ended at 6:20 p.m.

Respectfully Submitted,

Jean Lehmann