

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIDEOCONFERENCE MINUTES
Thursday, April 16, 2020

PRESENT: Jeny Grupe (Treasurer), Lisa Marston (Vice-Chair), Martha Ibarra, Sabena Vaughan, Susan Zottola (Chair)

ABSENT: Dianne Strong-Summerhays, Linda Deba, Michael Cohen, Sandra Maxwell (PC Liaison)

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

A quorum was established; Susan called the conference to order at 10:10 a.m.

CONSENT AGENDA

MOTION: Lisa Marston made a motion to accept the consent agenda as follows: February 20, 2020 minutes; status of grants in process/grants to be approved; January meal counts; March, April, and Quarter 2 monitoring reports; March and April program information summaries; and receipt of OHS PI 19-02, PI 20-03, and IM 20-02; retirement audit letter and report; and Community Assessment 2020 Update. Sabena Vaughan seconded the motion; the motion carried.

TREASURER'S REPORT

The financial statements for January and February are in order. Also, the financial audit report and letter to the Board is expected next month.

MOTION: Sabena Vaughan made a motion to accept the January and February financial statements as presented. Lisa Marston seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Self-Assessment Final Report

An internal examination of program functions is conducted annually to ensure compliance with the HS Program Performance Standards, and children are prepared for success in school and throughout life. The self-assessment final report was presented with no areas of concern; recommendations for ongoing improvement were included for PDM, ERSEA, and Fiscal.

MOTION: Jeny Grupe made a motion to accept the 2019-2020 self-assessment final report as presented. Lisa Marston seconded the motion; the motion carried.

2. Grant Applications

- *State:* To meet the needs of families in the community for more duration services as reflected in the 2020 Community Assessment update, and OHS requirements for 45% duration classes by August 1, 2021 per Program Instruction 20-01:
 - OPK due May 4: Funding was requested for HS to convert 6 part-day classes to duration, and EHS to add 9 duration slots in Medford. It was noted that budget proposals include increases to teaching staff compensation to align more with public schools per state requirements outlined in the application.
 - Preschool Promise due May 4: Funding was requested for 4 classes.

MOTION: Sabena Vaughan made a motion to approve the OPK HS/EHS and Preschool Promise budgets for 2020-2021 as presented. Jeny Grupe seconded the motion; the motion carried.

- *Federal:*

- COLA and Quality Improvement (QI) due May 15: Approval was requested to apply for:
 - COLA increase of 2% for HS and EHS salaries and fringe benefits for 2019-2020 per Program Instruction 20-02.
 - QI funding for training and increasing compensation for teaching staff to align with state requirements.
 - *Non-Federal Share (NFS)*: NFS is the “in-kind” amount required by federal supplemental grants such as COLA. Approval was requested for the NFS waiver for 2019-2020 for HS and EHS per OHS.
 - Supplemental funding for COVID-19-related expense reimbursements.

MOTION: Sabena Vaughan made a motion to approve the COLA and QI budgets for 2019-2020, and the COLA and QI non-federal share waiver for 2019-2020 as presented. Jeny Grupe seconded the motion; the motion carried.

- CARES (*Coronavirus Aid, Relief, and Economic Security*) Act due May 15: A supplemental grant is available to provide summer programs for children transitioning from HS part-day to kindergarten and children with IFSPs who are not served over the summer pending reopening of centers by the state.

MOTION: Sabena Vaughan made a motion to approve the CARES Act supplemental grant application as presented. Jeny Grupe seconded the motion; the motion carried.

ACTION: Signature pages for OPK, Preschool Promise, COLA/QI, and COLA/QI NFS waiver will be emailed to Susan to sign and send back to Jean.

3. Retirement Plan Changes

As a result of the new Secure (*Setting Every Community Up for Retirement Enhancement*) Act that went into effect December 20 of last year, proposed changes to the current 401k plan were presented and reviewed.

MOTION: Sabena Vaughan made a motion to accept the proposed amendments to the 401k plan as presented. Jeny Grupe seconded the motion; the motion carried.

4. Update on HS during COVID-19

An update was provided on efforts by HS to stay connected with children and families on a consistent basis, and efforts with community partners to provide support for families in need of resources.

NEXT MEETING

The Board is scheduled to meet jointly with PC on Tuesday, May 19. After a brief discussion, the Board decided not to meet jointly with PC until further notice.

ACTION: Next month’s Board meeting is rescheduled for Thursday, May 21 from 5:45 to 7:45 p.m.

The conference was adjourned at 11:15 a.m.

Respectfully Submitted,

Jean Lehmann