

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES
Thursday, February 16, 2023

PRESENT: Angela Alexander (Chair), Jeny Grupe, Jessica Durrant, Lisa Marston (Treasurer), Michael Cohen (Vice-Chair), Sabena Vaughan, Stephanie Boylen (PC Liaison)

ABSENT: Jamie Knight, Martha Ibarra

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

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

TREASURER'S REPORT

1. Fiscal Training: Financial Statements

SOCFC is a 501(c)(3) nonprofit corporation subject to the corporate reporting structure that includes the Board. The agency is funded by federal, state, USDA/CACFP, and other smaller grants; contents of the financial statements were reviewed and explained by Finance Director Deborah DeSarah.

2. Financials

Financial statements are in order for December as explained above.

MOTION: Michael Cohen made a motion to accept the December financial statements as presented. Jessica Durrant seconded the motion; the motion carried.

3. Non-Federal Share 2021-2022

Head Start and EHS are required to meet a non-federal share (NFS) match of 25% of the federal grant, which is accomplished through in-kind and cash match of state funds.

NFS commitment for state expenditures during the 2021-2022 federal grant period with a carryover authorized for 2022-2023 wasn't fully used. The Board was asked to approve a waiver to amend the NFS schedule for 2021-2022.

MOTION: Lisa Marston made a motion to approve the NFS 2021-2022 waiver request as presented. Michael Cohen seconded the motion; the motion carried.

4. Corporate Resolution for Agency Accounts

A corporate resolution was presented to update the authorized signers for the agency bank and checking accounts.

MOTION: Jessica Durrant made a motion to approve the corporate resolutions to update the authorized signers for the bank accounts and for the checking accounts of the agency as presented. Lisa Marston seconded the motion; the motion carried.

CONSENT AGENDA

MOTION: Michael Cohen made a motion to accept the consent agenda as follows: January 19, 2023 minutes; status of grants in process/grants to be approved; December meals; February enrollment report; and February program information summary. Jessica Durrant seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Training Opportunity: Oregon Nonprofit Leaders Conference

The Oregon Nonprofit Leaders Conference is scheduled for Monday, April 3 and Tuesday, April 4, with the Leadership Breakfast scheduled on Tuesday from 7:30 to 8:45 a.m. in Ashland. For details, go to <https://nonprofitoregon.org/ONLC-reg>.

COMMITTEES

1. Facilities

The committee met yesterday. Michael gave a recap on current projects, completed playgrounds, and upcoming projects.

2. Selection

The committee met last month and discussed proposed changes and clarifications to selection priorities and point categories, including a new section to reserve a few slots pending availability for over-income staff with young children to attract candidates.

MOTION: Jessica Durrant made a motion to accept the proposed changes to the Selection Criteria Policy as presented. Stephanie Boylen seconded the motion; the motion carried.

NEXT MEETING

The Board will be meeting via Teams on Thursday, March 16 at 5:45 p.m.

The meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Jean Lehmann