

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

**PRESENT:** Jeny Grupe (Treasurer), Lisa Marston (Vice-Chair), Martha Ibarra, Michael Cohen, Susan Zottola (Chair)

**ABSENT:** Dianne Strong-Summerhays, Linda Deba, Sabena Vaughan, Sandra Maxwell (PC Liaison)

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

A quorum was established; the meeting was called to order at 5:55 p.m.

#### **CONSENT AGENDA**

**MOTION:** Michael Cohen made a motion to accept the consent agenda as follows: May 21, 2020 minutes; status of grants in process/grants to be approved (Carrico, Carpenter, Ford, Gordon Elwood, & Oregon Department of Education for Listo); March meal counts; June & July (recruitment) monitoring report; June-July program information summaries; and receipt of ACF IM 20-04. Jeny Grupe seconded the motion; the motion carried.

#### **TREASURER'S REPORT**

1. Financials

Financial statements for April are in order; financial statements for May will be tabled to the next meeting

**MOTION:** Lisa Marston made a motion to accept the April financial statements as presented. Martha Ibarra seconded the motion; the motion carried.

#### **EXECUTIVE DIRECTOR'S REPORT**

1. Personnel Policies: Proposed PTO Change

A PTO liability was incurred due to COVID's unprecedented impact on center closures and staff work and PTO schedules. Staff who are working were encouraged to take their PTOs. PTO balances in excess of 40 hours will be paid out.

To avoid future PTO liabilities for the agency, a proposal was presented to revert unused PTO carryover balances in excess of 40 hours back to the agency. This will go into effect on September 1 pending Board approval.

**MOTION:** Jeny Grupe made a motion to approve the proposed personnel policy change on PTO as presented. Michael Cohen seconded the motion; the motion carried.

2. HS 2020-2021 Program Plan Adjustment

- Funding for OPK HS and EHS was awarded in full.
- Funding for Preschool Promise (PSP) was awarded as follows: A total of 70 PSP slots was requested; 36 slots were awarded at Tier 1, and 18 slots are next priority for Tier 2 funding. Because 16 slots were not funded, a proposal was presented to adjust the HS 2020-2021 program plans by closing Sams Valley PSP.

**MOTION:** Michael Cohen made a motion to approve adjustments to the HS 2020-2021 program plans by closing Sams Valley as presented. Lisa Marston seconded the motion; the motion carried.

3. Budget Proposal for 2020-2021

- EHS received full OPK funding as requested. Consequently, there were no changes to the EHS budget for the federal continuation grant.

**MOTION:** Lisa Marston made a motion to approve the EHS 2020-2021 budget for the federal continuation grant as presented. Jeny Grupe seconded the motion; the motion carried.

- HS received \$432,000 of the \$840,000 requested for PSP. Consequently, a proposal was made to reduce PSP in the HS continuation grant budget as presented.

**MOTION:** Jeny Grupe made a motion to approve the HS 2020-2021 budget for the federal continuation grant as presented. Michael Cohen seconded the motion; the motion carried.

4. Reopening Plans/Staff Return-to-Work

Center reopening phases, HS and EHS flexible program plans, and staff return-to-work dates for next program year were presented.

5. Facilities

Photos of the remodeled Alan Berlin Campus Building A, and new playgrounds at Eagle Point, Park View, and Merlin were displayed.

6. Executive Session

The Board received the Executive Director's Performance Feedback from surveys and summary of goals and accomplishments. The Board discussed the Executive Director's performance and one-time 3.5% salary increase for this year, which the Board approved unanimously.

The Board requested (1) written policies and procedures to guide the annual evaluation of the Executive Director's performance, and (2) salary surveys for the Executive Director position in nonprofit organizations of similar size to inform decision-making. Lisa has some examples of performance appraisal policies and procedures for nonprofit organizations; the Board would like to follow up on this in a few months.

**NEW BUSINESS**

1. August

Katherine will send program updates to the Board after state emergency child care regulations are received on August 14.

**NEXT MEETING**

The Board is scheduled to meet Thursday, September 17 at 5:45 p.m.

The meeting was adjourned at 6:50 p.m.

Respectfully Submitted,

Jean Lehmann