

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS MINUTES**  
**Thursday, June 17, 2021**

- PRESENT:** Dianne Strong-Summerhays, Jamie Knight (PC Liaison), Lisa Marston (Vice-Chair), Martha Ibarra, Michael Cohen, Sabena Vaughan, Susan Zottola (Chair)
- ABSENT:** Jeny Grupe (Treasurer)
- STAFF:** Katherine Clayton (Executive Director), Jean Lehmann (Executive Administrative Assistant)

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

**EXECUTIVE DIRECTOR'S REPORT**

1. Staff Survey

Katherine Clayton shared the results of the year-end staff satisfaction survey soliciting feedback on agency communication and support during COVID. Overall results were strong.

**EXECUTIVE SESSION**

The Board went into executive session from 6:30 to 6:40 p.m. to discuss the Executive Director's performance and compensation, and found her performance satisfactory.

**CONSENT AGENDA**

**MOTION:** Dianne Strong-Summerhays made a motion to accept the consent agenda as follows: May 20, 2021 minutes; status of grants in process/grants to be approved (Oregon Department of Education Latinx Student Success Grant, Oregon Community Foundation [OCF] Community Rebuilding Fund, Oregon Department of Human Services Emergency Outreach and Wraparound Support Services, and OCF Community Grant Fund for Listo); April meals; June monitoring report; June program information summary; and receipt of Information Memorandum 21-02 and Program Instruction 21-04. Lisa Marston seconded the motion; the motion carried.

**TREASURER'S REPORT**

1. Financials

Financial statements for April are in order.

**MOTION:** Jamie Knight made a motion to accept the April financial statements as presented. Michael Cohen seconded the motion; the motion carried.

2. Financial Audit Letter and Report

The Board received the letter and financial report ending October 31, 2020 from the auditor. The agency received a clean, unmodified opinion with no internal control deficiencies and non-compliances.

**MOTION: Michael Cohen made a motion to accept the financial audit and management letter ending October 31, 2020 as presented. Martha Ibarra seconded the motion; the motion carried.**

#### **COMMITTEES**

1. Early Childhood Advisory

The committee met on May 18. Members were asked to complete a survey on objectives important for kindergarten-readiness; the majority listed social/emotional development as critical for entering kindergarten.

2. Policy Council (PC)

PC met on June 15; topics discussed included full on-site services for children in the fall and a sign-on bonus of \$1,500.

#### **NEW BUSINESS**

1. Summer Meetings

The Board will be contacted during the summer if action on emergent issues is required.

#### **NEXT MEETING**

The Board will be meeting in person on Thursday, September 16 at 5:45 p.m. at the Main Office.

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

Respectfully Submitted,

Jean Lehmann